

WILLMAR CITY COUNCIL PROCEEDINGS
COUNCIL CHAMBERS
WILLMAR MUNICIPAL UTILITIES BUILDING
WILLMAR, MINNESOTA

May 16, 2016
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Audrey Nelsen, Steve Ahmann, Ron Christianson, Rick Fagerlie, Shawn Mueske, Andrew Plowman and Tim Johnson. Council Members Denis Anderson and Shawn Mueske were excused from the meeting. Present 7, Absent 2.

Also present were City Administrator Larry Kruse, City Clerk Kevin Halliday, Community Education and Recreation Director Steve Brisendine, Public Works Director Sean Christensen, Police Chief Jim Felt, Finance Director Steve Okins, Planning and Development Services Director Bruce Peterson, and City Attorney Robert Scott.

Proposed additions to the agenda included the Kandiyohi County CEO Program by Mayor Calvin and school issue by Council Member Ahmann.

Council Member Christianson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of May 2, Willmar Municipal Utilities Board Minutes of May 9, Planning Commission Minutes of May 11, Accounts Payable Report through May 11, and the Building Inspection Report for April, 2016. Council Member Fagerlie seconded the motion which carried.

At 7:01 p.m. Mayor Calvin opened the Assessment Hearing for the purpose of reviewing and explaining the proposed assessments and to obtain input from interested parties for the 2016 Street and Other Improvements. Public Works Director Sean Christensen addressed the Council and the public presenting the proposed construction schedule and assessment figures. He described the payment process for assessments and detailed the proposed construction of each street project. The total project cost is in excess of \$2.6 million with the assessed value of about \$903,550.00, and the remaining cost to be paid by the City.

Gary Hedlof, 1500 SW 7 ½ Street, spoke during the public hearing. He owns a six-unit building on a corner lot which will be assessed on both sides. He asked if his property would be affected by any excavation and expressed his concern of the intersection flooding and would like the storm sewer upgraded so he has the ability to tie his sump pump from the building into the storm water system.

John Lingfelter, 1812 SW 7 ½ Street, spoke of the street being overlaid just over ten years ago and he just completed paying for it. City Clerk Halliday stated he will check into the assessment records and adjustments will be made if necessary.

Diane Bruse, 1601 SW 7 ½ Street, also stated she felt it had not been that long since 7 ½ Street was done and the work performed on this street was not done satisfactorily. She wants the City to look into why they seem to have so many problems with the condition of their street.

Sally Wyatt, owns 1816 SW 7 ½ Street, stated her assessment if over \$9,000 which seems extreme. Ms. Wyatt owns a 130 foot lot and according to the assessment policy for corner lots her assessment was based on interior lot footages and lowered to 117 feet. Staff will look into this further and report back to her.

Tom Gilbertson, 1601 Civic Center Drive, spoke on the Lakeland Drive overlay requesting information related to state funding and the street being established as a truck route. He questioned if the state aid would reduce the assessment. Mayor Calvin responded "no."

Mayor Calvin read aloud a letter of appeal into the record from John Finn of 1405 Lakeland Drive NE.

There being no one further to speak for or against the proposed assessments, Mayor Calvin closed the hearing at 7:31 p.m. and opened it up for discussion by the Council.

Resolution No. 1 was introduced by Council Member Christianson, seconded by Council Member Fagerlie to Adopt the Assessment Roll. City Attorney Robert Scott advised the Council to amend the motion to pass upon each objection as presented. Council Member Christianson amended the motion rejecting each stated objection. Council Member Fagerlie seconded the motion, which carried. The resolution was reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 0

RESOLUTION NO. 1

ADOPTING ASSESSMENT ROLL

WHEREAS, pursuant to notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed assessment for 2016 Street and Other Improvements, and has amended such proposed assessment as it deems just;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, as follows:

1. Such proposed assessment, the sum of \$903,550.00, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein is hereby found to be benefited by the proposed improvement listed as Project 1601.
2. Such assessments shall be as follows:
 - A. The assessments shall be payable in equal annual installments extending over a period of ten (10) years, the first of said installments to be payable with general taxes for the year 2016, collectible with such taxes during the year 2017.
 - B. To the first installment shall be added interest at the rate of five and zero hundredths (5.00) percent per annum on the entire principal amount of the assessment from the date of funding, approximately July 1, 2016, until December 31, 2017. To each subsequent installment, when due there shall be added interest for one year at said rate on the unpaid principal amount of the assessment.
 - C. The owner of any property so assessed may at any time prior to the certification of the assessment or the first installment thereof to the County Auditor (Treasurer), pay the whole of the principal amount of the assessment on such property with interest accrued to the date of payment to the City Clerk-Treasurer, except that no interest shall be charged if the entire assessment is paid by October 31, 2016, and such property owner may at any time prior to November 15 of any year pay to the City Clerk-Treasurer the entire principal amount.
3. The City Clerk-Treasurer shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.

Dated this 16th day of May, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Pursuant to the previous action, the Council was desirous of awarding the Streets and Other Improvements contracts as bid.

Resolution No. 2 was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck, Inc. for Project No. 1601 is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$812,211.00.

Dated this 16th day of May, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Resolution No. 3 was introduced by Council Member Christianson, seconded by Council Member Johnson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 3

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Crow River Construction for Project No. 1602 is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$240,572.25.

Dated this 16th day of May, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Resolution No. 4 was introduced by Council Member Christianson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck, Inc. for Project No. 1603-A is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$679,238.55.

Dated this 16th day of May, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Resolution No. 5 was introduced by Council Member Christianson, seconded by Council Member Johnson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 5

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck, Inc. for Project No. 1603-B is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$548,407.75..

Dated this 16th day of May, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

At 7:37 p.m. Mayor Calvin opened the hearing on an Ordinance Abolishing the City Assessor's Office. City Administrator Larry Kruse presented the three recommendations relating to the abolishment of the Assessing Department and briefed the Council on the history of the actions that have led up to this hearing. City Administrator Kruse explained that the abolishment of the department would lead to the layoff of the City's two Appraisers, and if they so choose to continue to work for the City, their union contract provides them the opportunity to bump other positions by seniority within the City and remain employed. The City has facilitated conversations with the County to hire the employees and integrate them into the County's Assessing Department. City Administrator Kruse overviewed the financial status and the employee impacts of the merger and a proposed employee incentive.

Emily Lien, 1071 - 165th Avenue NW, New London, addressed the Council asking them to reconsider the abolishment of the Assessing Department expressing her concerns for employees and that it was a termination, not a merger.

Brenda VanDerPol, 318 SW 4th Street, Clara City, came before the Council to encourage them to keep the benefits of the assessing office within City Hall as a central location for the public to come and access all the departments at one central location.

Judy Thompson, 9358 - 82nd Avenue NE, Spicer, who has been employed by the City for the past 28 years and is currently within the Assessing Department stated the Assessor's Office is a huge asset to the City and its departments to include planning and zoning, the rental program, being a direct contact for new construction/plats and plan reviews. Some other departments that would be affected are the Engineering Department which inquires as to property boundaries and special assessment information. She urged the Council to reconsider abolishing the department.

Mary Scoon, AFSCME Union Representative, 2414 SE 4th Avenue, Willmar, stated the coordination of services provided through the Assessing Department is vital to the City. She questioned if other cities of equal size have been contacted to see if they abolished their departments, and if so, how well did it work. She opined that this is a very stressful situation for employees and has affected morale as two employees will be laid off.

There being no one further to speak for or against the abolishment of the Assessing Department, Mayor Calvin closed the hearing at 7:56 p.m. Council Member Christianson offered a motion to adopt, assign a number and order final publication of the Ordinance to Abolish the Assessor's Office with the City Clerk Department. Council Member Ahmann seconded the motion which opened it up for discussion.

Council Member Nelsen asked for information related to how the City assessing functions would be integrated with the County. City Administrator Kruse explained how the process could take place and how the City departments would be able to continue to gain access to information. He stated some of the duties that have been performed by the Assessing Department will migrate to different departments within the City. Council Member Christianson spoke on mergers that have taken place such as with the Community Education and Recreation Department and the Housing and Redevelopment Authority realizing it is never easy. The Council is responsible to look at the fiscal end and over time the savings is substantial.

Council Member Plowman expressed his concern for the employee morale at City Hall and questioned how this is going to be addressed. City Administrator Kruse explained to mitigate the bumping he is recommending an employee incentive for the Senior Assessor to even out the difference in the compensation package between the City and County. Council Member Johnson opined it appears the Council is weighing fiscal impact against human impact and the City has faced this situation before. This time is different as the City has been unable to replace the Assessor that has retired and the fiscal impact has increased. The motion carried on a roll call vote of Ayes 6, Noes 0.

City Administrator Kruse presented information related to the agreement with Kandiyohi County for perform the assessing duties for the City for the remainder of 2016 and 2017 in the amount of \$366,468.00. It was staff's recommendation to approve the agreement and authorize the Mayor and City Administrator to sign on behalf of the City. Council Member Christianson moved the recommendation of staff. Council Member Nelsen seconded the motion, which carried on a roll call vote of 6 Ayes and 0 Noes.

Council Member Plowman made a motion to move the next item on the agenda, which was an agreement providing an early retirement incentive to qualifying appraisers under Labor Relations on the Council agenda. Council Member Nelsen seconded the motion, which carried.

At 8:33 p.m., Mayor Calvin opened the continued hearing on an amendment to the City Charter proposed by the Charter Commission and brought before the Council approximately one month ago under Section 2.03. City Clerk Kevin Halliday detailed the Charter Commission's recommendation to add a new subdivision where a structure is set up to compel future City Councils to develop a vision, mission statement and strategic plan. The Charter Commission is recommending this be included under Section 2.03 – General Powers and Duties of the Council. It is the recommendation that the Council open the continued hearing, hear any further testimony and then close the hearing triggering a 30-day time period to take action, if and when eight Council Members are in attendance. It was suggested by City Attorney Robert Scott that the Council not close the hearing until June 6th allowing more time to receive all eight votes.

Kelly Welch, 1604 – 23rd Street SE, asked for direction from the City Attorney to City Clerk Kevin Halliday of what the Commission's alternatives are to successfully adopt Charter changes. Mayor Calvin stated it is the City's intent to keep the hearing open until eight members are present. City Attorney Scott was directed to provide in writing the options the Charter Commission has to continue depending on how the City proceeds at this meeting.

At 8:45 p.m. Mayor Calvin opened the continued ordinance hearing for amending City Charter Section 7.05 – Recall of the City Charter. City Clerk Kevin Halliday stated this section strikes out the current language whereby the Charter Commission desires to not address the issue of any reimbursements for legal services, supplies, printing, and notarial fees, and simply makes it clear that no City funds are to be expended for the actions of the Citizen Recall Committee nor can any committee member accept any remuneration for services performed on such a committee.

Kelly Welch spoke explaining the positive direction of this amendment to the Recall Section which makes it more understandable.

At 8:49 p.m. Mayor Calvin opened the continued ordinance hearing for amending City Charter Section 2.11 – Procedure. City Clerk Kevin Halliday stated this section of the Charter strikes through current

language detailing the known versions of parliamentary rules defaulting to the word “established” set of parliamentary rules. The Charter Commission believes this will properly position the City for the ever-changing rules and names in the future.

There was no one to speak for or against the amendment to the Charter Section 2.11.

At 8:50 p.m. Mayor Calvin opened the continued ordinance hearing for amending City Charter Section 9.04 – Oath of Office. City Clerk Kevin Halliday informed the Council this amendment adds detail to the current oath which is administered to elected or appointed officials and board and commission members. The Charter Commission believes clarity of individual offices and positions is beneficial for this City.

There being no one further to speak for or against the amendments to the Charter. Council Member Ahmann made a motion to continue the four hearings until June 6, 2016. Council Member Christianson seconded the motion, which carried.

Dr. Richard Kacher, 407 Country Club Drive, addressed the Council during the Open Forum. He stated he personally knows Mr. Negen who has worked on his aircraft for years. He is a member of the Airport Commission himself, and was not aware of any problems with the FBO and sees this as an embarrassment to the City and airport. He questions if Mr. Negen has been given due process.

Tom Butterfield, 1508 SW 6th Street, spoke during the Open Forum and encouraged the Council to develop a 20-year plan for park development and fixing our roads.

The Labor Relations Committee Report for May 11, 2016 was presented to the Mayor and Council by Council Member Ahmann. There were four items for consideration.

Item No. 1 City Administrator Larry Kruse presented a recommendation which resulted from a request by Public Works Director Sean Christensen to increase his vacation accrual rate to reflect his 13 years of experience as an Engineer prior to his employment with the City. Public Works Director Christensen currently accrues vacation at 80 hours a year which was agreed to at hiring, and it is staff's recommendation to recognize his prior experience which would be a positive retention investment for the City. It was noted the change in accrual rate would be at no cost to the City.

The Committee discussed the recommendation and expressed concern for setting a precedent since this type of request has never occurred before. Council Member Mueske stated a mechanism needs to be developed to address such issues. A motion was made by Council Member Mueske, seconded by Council Member Christianson to direct City Administrator Kruse to develop a policy based on research with other cities to be brought back to the next Labor Relations Committee meeting. Council Member Ahmann moved the recommendation of the Committee. Council Member Christianson seconded the motion. Discussion was held pertaining to comments that took place at the Labor Relations meeting. Council Member Plowman made a motion to call the question; Council Member Christianson seconded the motion, which carried. The former motion was then passed.

Item No. 2 There were no comments from the public.

Item No. 3 City Administrator Kruse presented a revised job description which focused on the duties of a Human Resources person and detailed the activities this individual would be assigned. He also submitted for review a list of cities of similar size in Minnesota that have a Human Resource person. The Committee questioned whether these communities were staffed with a Human Resources person full or part-time as concern was expressed whether Willmar needs a full-time person in this capacity. City Administrator Kruse explained that currently most of the job duties are spread across the organization. Council Member Johnson stated he believes it should be a full-time position on the management level. After further discussion, the Committee directed Kruse to provide the job descriptions of employees currently doing the Human Resource functions with strikethroughs for a visual at the next Labor Relations Committee meeting. This was received by the Council for information only.

Item No. 4 City Administrator Kruse updated the Committee on the Assessing Department merger with Kandiyohi County. He informed the Committee that offers have been made by the County for the two remaining City Assessing employees and it is their decision to accept. By contract they may exercise their option to continue to work for the City by bumping to another department filling the position of the least senior unit employee as long as they meet the minimum qualifications. In an effort to support employees who have a significant amount of education and experience who decide to move to the County to continue to work in the assessing field, an incentive may be appropriate. City Administrator Kruse stated the County has offered a somewhat comparable compensation package, however employees with many years of experience will not receive as much vacation as they currently earn and net with insurance they may earn slightly less than if they stayed with the City. In some cases the Early Retirement Incentive Program's monthly payment may make the difference

City Administrator Kruse recommended the Committee consider that subject to the AFSCME Union signing off, the Council approves entering into an agreement to make the Early Retirement Incentive Program available to employees with more than 20 years of service whose department is being abolished. This would be subject to the City Attorney's review to ensure compliance with IRS regulations to contribute \$25,800 to the employee's HSA account or another permissible payment method that is tax deferred. This incentive is subject to an Assessing employee becoming an employee of Kandiyohi County Assessing.

The Committee was recommending the Council approve entering into an agreement to make the Early Retirement Incentive Program available as presented by City Administrator Kruse. Council Member Ahmann made a motion to approve the Early Retirement Incentive Program as presented. Council Member Christianson seconded the motion which passed on a roll call vote of 6 Ayes, 0 Noes.

Discussion was held pertaining to continuing training for the Council. The Committee also noted that the six-month performance evaluation for City Administrator Kruse is due in the near future and the format will be emailed and evaluated by the Council.

The Labor Relations Committee Report for May 11, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Christianson, which carried.

Mayor Calvin called a recess to the meeting at 9:30 p.m. At 9:37 p.m. the Council reconvened.

Mayor Calvin read the Proclamation extending an invitation for people to view the Vietnam Traveling Wall and reflect on those who have and continue to preserve our freedom. The wall will be at Robbins Island in Willmar from July 1 - 4, 2016.

The Public Works/Safety Committee Report for May 10, 2016 was presented to the Mayor and Council by Council Member Christianson. There were eight items for consideration.

Item No. 1 The Memorial Day activities at the Community Center were discussed by Darlene Schroeder.

Item No. 2 Fire Chief Frank Hanson noted the jail census for May 10, 2016 was 113; 41 inmates from the Department of Corrections, 67 inmates from Kandiyohi County and 5 inmates from other counties. The calls for service the previous two weeks totaled 741 and are 11 days ahead of this date last year. The majority of the calls for the previous two weeks were for traffic stops, followed by public assists and traffic complaints.

Chief Hanson noted total Fire Department calls for service the previous two weeks totaled 8. The calls included 2 building fires, 2 gasoline spills, 1 alarm activation, 1 crash, 1 grass fire and 1 battery change in someone's smoke detector. The Committee discussed the building fire at Scandia Apartments and training

offered for elected officials on their roles in the event of a natural disaster. The Council received these updated for information only.

Item No. 3 Staff brought forth, for information, an update on the Comprehensive Facilities Master Plan from CR-BPS. The plan includes a needs analysis of City buildings, facilities, land and physical plant operations in order to prioritize needs for modernization, replacement and growth. Laura Malwitz and Chad Kraemer, with CR-BPS, presented a draft report using the Community Center data. Rating systems on the facility condition and requirement index classify the overall condition of each facility in order to prioritize a project list of building updates and system upgrades. The Committee discussed also using an energy assessment of each facility, the potential of using LOST funds in the building needs and scheduling a work session to further evaluate the findings of the Facilities Master Plan. The Council received this for information.

Item No. 4 The Committee discussed the safety issue of parking at the Pheasant Run ball field. Parking is currently allowed on both sides of the street as long as driveways are not blocked. Additional patrol may be added for safety of the area when games are taking place. This was received by the Council for information only.

Item No. 5 Staff brought forth, for approval, the consideration of bids for the Public Works Garage roof replacement. Four bids were received and staff recommends West Central Roofing Contractors, Inc. be awarded the contract in the amount of \$86,642.86. The 2015 CIP includes \$120,000 for the replacement of the roof. The Committee was recommending the Council award the contract to West Central Roofing Contractors, Inc. in the amount of \$86,642.86 for the Public Works Garage roof replacement and authorize signatures.

Resolution No. 6 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 6

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of West Central Roofing Contractors, Inc. of Willmar, Minnesota for the Public Works Garage Roof Replacement is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$86,642.86.

Dated this 16th day of May, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 6 Staff brought forth, for approval, the consideration of quotes for the 2016 Crack Sealing Project No. 1606. Three quotes were received and staff recommends Midwest Asphalt Maintenance, LLC be awarded the contract in the amount of \$34,750. The Public Works operating budget includes \$70,000 allotted for crack sealing and seal coating and the total of the two projects is \$56,444.90. The Committee discussed a potential future joint presentation with Finance to evaluate future street projects and funding sources. It was the Committee's recommendation to the Council to award the Crack Sealing Project No. 1606 to Midwest Asphalt Maintenance, LLC in the amount of \$34,750 and authorizes signatures on the contract.

Resolution No. 7 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 7

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Midwest Asphalt Maintenance, LLC for Project No. 1606 is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$34,750.00.

Dated this 16th day of May, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 7 Staff brought forth, for approval, to approve the cooperative construction agreement with Kandiyohi County in the amount of \$100,000 for the overlay Project No. 1603-A. The funds contributed by the county will partially fulfill their turn back obligation. The Committee was recommending the Council approve the cooperative construction agreement with Kandiyohi County in the amount of \$100,000 for Project No. 1603-A.

Resolution No. 8 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 8

**AUTHORIZATION TO EXECUTE
KANDIYOHI COUNTY COOPERATIVE CONSTRUCTION AGREEMENT**

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a Cooperative Construction Agreement between the City of Willmar and Kandiyohi County for the improvement project of Lakeland Drive NE included in Project No. 1603-A.

Dated this 16th day of May, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 8 Staff brought forth, for approval, a letter of support for Kandiyohi County to apply for a grant for Lake Wakanda shallow lakes restoration and enhancement project with Lessard-Sams Outdoor Heritage Council. The Committee was recommending the Council approve a resolution authorizing the mayor's signature on the letter of support for Kandiyohi County's grant application for Lake Wakanda.

Resolution No. 9 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 9

BE IT RESOLVED by the City Council of the City of Willmar to approve the signature of the Mayor for the letter of support of Kandiyohi County for their grant application to Lessard-Sams Outdoor Heritage Council for the Lake Wakanda Shallow Lakes Restoration and Enhancement Project.

Dated this 16th day of May, 2016.

/s/ Marv Calvin

Mayor

/s/ Kevin Halliday

Attest: City Clerk

The Committee discussed complaints of traffic speeding in the Minnegasco Park area of 16th Street and Minnesota Ave SW. The Committee discussed if any grants are available for tuck pointing at the Auditorium. City Administrator Kruse noted on May 24th at 1 and 7 pm there will be a Projects of Regional Significance listening sessions at the Community Center.

The Public Works/Safety Committee Report for May 10, 2016, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Fagerlie, which carried.

The Community Development Committee Report for May 12, 2016 was presented to the Mayor and Council by Council Member Plowman. There were five items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Staff presented a Council Action Request for the Dooley Brothers project. The next step in the process is to conduct a public hearing to consider the business subsidy agreement for the Dooley project. The final purchase price has been worked out based on the City's land write-down policy. Because the write-down exceeds \$150,000, it is considered a business subsidy under Minnesota Statutes. To grant the subsidy, the Council must conduct a public hearing prior to entering into the business subsidy agreement. The purchase price was written down based on Dooley's goals of creating 35 new jobs, and the City Assessor's Office has estimated the taxable market value of the improvements to exceed \$1.5 million. The City Attorney is working on the business subsidy agreement and it will be made available to the Council as soon as possible, prior to the hearing.

The Committee discussed the land transfer process, as well as the methodology for counting employees, how the purchase price was calculated, and the land write-down process in general. It was the Committee's recommendation to the Council that a public hearing be set for June 6, 2016 to consider the Business Subsidy Agreement for the Dooley project.

Council Member Plowman moved the recommendation of the Committee and set the business subsidy hearing for June 6, 2016. Council Member Fagerlie seconded the motion, which carried.

Item No. 3 Staff presented for Committee consideration two policies impacting physical development within the City. In the past, staff has had informal guidelines regarding driveway widths and building elevations. Staff now requests that those standards be reduced to writing and adopted as formal policies. Staff was proposing that driveway widths be restricted to 24' through the right-of-way for residential properties, and 32' through the right-of-way for commercial properties. Also, requested was the adoption of a policy to establish a minimum finished main floor elevation of 18" above top of curb for all new construction. The Committee discussed the objectives behind the policies. There were questions about neighborhood drainage issues. Staff was directed to research options to further regulate drainage within residential neighborhoods.

The Committee's recommendation to the Council was to adopt as policy maximum driveway widths as follows: Residential – 24' maximum through right-of-way and Commercial – 32' maximum through right-of-way. Also, to adopt as policy a minimum finished main floor elevation of 18" above top of curb for all new construction. Council Member Plowman moved the recommendation of the Committee. Council Member Fagerlie seconded the motion, which carried.

Item No. 4 The Committee discussed the pending land release for airport property. Staff was asked to request from the FAA a status report on their review.

The Committee discussed the Erickson Building (downtown) and staff explained to the Committee what the owner is proposing to do. There is no firm schedule for code corrections and staff will monitor the situation to keep it moving forward. These items were received by the Council for information only.

Item No. 5 Staff provided updates on the wye project and City involvement in negotiating a final agreement between the public partners and BNSF Railway. Also discussed were on-going issues with the FBO at the airport, including several instances of default under the FBO agreement.

Planning and Development Services Director Bruce Peterson was asked by Council Member Plowman to provide additional information relating to the FBO agreement. Planning and Development Services Director Peterson informed the Council that since the Community Development meeting he was notified by the City Attorney that this is a policy action requiring formal Council action to terminate the FBO agreement. He stated nothing has changed in the evidence of default with the primary issue being non proof of insurance for operations. City Attorney Robert Scott overviewed the contract and the rights of the City to terminate it.

Council Member Plowman made a motion to have the FBO issue placed on the next Community Development agenda for discussion. Council Member Fagerlie seconded the motion, which carried.

Discussion was held pertaining to the City's liability knowing the FBO has no insurance coverage. City Clerk Halliday briefed the Council on the concerns and liabilities that would not normally be the City's should the FBO have current insurance coverage.

Brian Negen addressed the Council agreeing it has been an ongoing issue stating times are tight and he is unable to do it all. He is bringing in help with a sales partnership to gain efficiencies. He has been comparing insurance companies and found it very difficult, yet stated he can provide the required insurance and would like to move forward and work things out. This matter was referred to the next scheduled Community Development Committee.

The Community Development Committee Report for May 12, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Plowman, seconded by Council Member Fagerlie, which carried.

City Clerk Kevin Halliday presented an application and permit for a One-Day to Four-Day Temporary On-Sale Liquor License from the Kandiyohi County Fair Association to sell alcohol during the fair from August 10 – 13, 2016. This is the first application for the Kandiyohi County Fair Association and they have indicated that the previously approved On-Sale 3.2% Malt Liquor License Holder Kandi Racing Association will be prohibited from conducting competing alcohol sales during the fair. It is staff's recommendation to approve the State Application and Permit for a One-Day to Four-Day Temporary On-Sale Liquor License for the Kandiyohi County Fair Association. Council Member Christianson moved the recommendation of staff. Council Member Fagerlie seconded the motion which carried on a roll call vote of 6 Ayes, 0 Noes.

Planning and Development Services Director Bruce Peterson brought forth for approval the final plat for Trentwood Estates Third Addition. Erickson Land Co. wishes to enlarge two existing parcels in Trentwood Estates by 24 feet to allow room for development of an assisted-living facility and meet all required setbacks. Erickson Land Company owns the AG parcel to the north of the two existing lots and a simple replat is required. The Planning Commission has approved the final plat and it is staff's recommendation that Council do the same. Council Member Christianson moved the recommendation of the Planning Commission and staff to approve the final plat for Trentwood Estates Third Addition. Council Member Fagerlie seconded the motion, which carried.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m. at City Hall May 23; Public Works/Safety, 4:45 p.m. at City Hall, May 31; Community Development, 4:45 p.m. at City Hall, May 26, 2016.

Council Member Ahmann expressed his concern due to the development of the new elementary school, the possibility of the City and School District working together to develop some type of storm water retention on Ditch 23-A. Public Works Director Sean Christensen said conversations are taking place with the School District to see that any drainage issues are being addressed.

Council Member Johnson announced that he will not be seeking a third term for office. He thanked the residents of Ward 2 for granting him the privilege to represent them.

Council Member Christianson announced the Arbor Day Celebration will take place on May 17th at 1:30 p.m. at Robbins Island for tree planting.

Mayor Calvin announced the Kandiyohi County CEO Program had their event at MinnWest Technology Campus and it was a good opportunity to look at the young leaders that are coming out of our community. Mayor Calvin also announced the filing for City Council opens tomorrow morning and runs for two weeks and the Mayor's Bike Ride, which will take place on Friday, May 20th with two separate routes out of Willmar.

Council Member Christianson offered a motion to adjourn the meeting with Council Member Plowman seconding the motion, with carried. The meeting adjourned at 10:45 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

Rice Memorial Hospital
Board of Directors Meeting
May 18, 2016

These Board of Directors minutes have not
been officially approved by the RMH Board.

PRESENT: David Anfinson, President
Dr. Douglas Allen, Vice President
Dr. Michael Gardner, Treasurer
Dr. Lee Cafferty, Director
Andrea Carruthers, Director
Jon Saunders, Director
Eric Weiberg, Secretary

ABSENT: Dr. Lee Cafferty, Director; Dr. Ken Flowe, CMO

ADMINISTRATIVE STAFF: Michael Schramm, CEO; Bill Fenske, CFO Teri Beyer, CQO; Wendy
Ulferts, CNO

GUESTS: Lynn Stier, Director of Rice Rehab; Audrey Nelsen, City Council; Shirley Carter, Rice
Health Foundatio; Ann Polta; West Central Tribune; Dr. Fred Hund, Chief of Staff

CALL TO ORDER/APPROVAL OF MINUTES: President Anfinson called the meeting to order at 5:30 p.m. A motion was made by Director Gardener and seconded by Director Allen to approve the consent agenda.

PATIENT EXPERIENCE: Roxie Covert, RN from Cardio Vascular Health and Rehab (CVHR) presented a patient experience from her practice. A patient was being seen in CVHR for heart failure after a heart attack. Roxie had worked with this patient over a period of time to educate her on things to look for with her symptoms that would indicate worsening heart failure. Roxie was working with the patient one day and even though her vital signs were stable and she did not display the typical symptoms of worsening heart failure, she had a sense that something was wrong. She recommended that the patient see Cardiology the next day. The Cardiologist confirmed everything that Roxie was seeing through lab and radiology testing. The patient received the medications that she needed early so her heart failure did not get worse. Roxie is certified in heart failure and feels strongly that her education and certification have greatly contributed to her skills as an RN.

QUALITY REPORT: Wendy reported on the process for root cause analysis (RCA) at Rice (see handout). The RCA process is used after a safety event to identify factors that contributed to event and how those factors can be addressed so the error does not happen again. Lynn gave an example the RCA process was used for an adverse event at Rice, a pressure ulcer.

MEDICAL STAFF REPORT: Dr. Hund recognized Dr. Ron Holmgren who moved to honorary status in the medical staff. Dr. Goyle has recently announced his resignation. He will continue until September. We are working on recruiting Hospitalists to the community. Dr. Hund described the changes happening with Hospital medicine and how those changes are impacting patient care.

CEO REPORT:

Recruitment: Continuing to recruit for Hospital Medicine. We have a new Emergency Room physician starting in July. We also have an offer out to a second Emergency Room physician. We have two Orthopedic surgeons coming this summer. We continue to recruit for Psychiatry.

Facility projects: The rehab project is progressing well and appears to be on time. Tours of the facility will be offered to the board this evening. We will be moving certain functions of the lab to the 2nd floor in July to make room for the PET CT scan. Work continues on the Willmar Surgery Center project.

Rice Health Foundation: There is a donor banquet tomorrow night. The campaign to raise money for the Rehab project is going very well. We are cautiously optimistic that we will meet the \$1.5 million goal.

Employee Recognition: 82 staff were recognized this year for Hospital Week. Thank you to the group of employees who put together the details of this week.

Legislative Update: The legislative session is coming to an end. Several bills have been introduced that will help address the issues around mental health.

Board Trustee Conference: There is a trustee conference in Alexandria July 8-10. If any board members are interested in attending, they should let Mike know as soon as possible.

NEW BUSINESS:

- A. Rice Health Foundation Board of Directors- We have a new slate of officers for the RHF. Motion made by Director Allen and seconded by Director Weiberg to accept the slate of officers (see attached).

OLD BUSINESS: None

OTHER:

- A. Hospital Committee Reports: None
- B. City Council Report: It is the Mayor's Bike Ride this Saturday. The local option sales tax open forum meeting is next Tuesday, May 24th.

ADJOURNMENT: The Board adjourned at 6:15 pm.

Submitted by:

Eric Weiberg, Secretary

RCA Process

What: Root Cause Analysis (RCA)

- Root Cause – the 1-3 key factors that if changed would likely prevent the undesirable outcome.
- Analysis – review the facts in the case and literature to identify those 1-3 key factors
- The product of the RCA process is an action plan that identifies the strategies that we intend to implement in order to reduce the risk of similar events occurring in the future.

Why: To improve the care and outcomes for our patients

Who: Those involved in the care and have knowledge of all the facts

How: Facilitated meeting with staff from PM&I (Performance Measurement and Improvement)

- **Before the RCA Meeting** – Preliminary steps are taken to discover what actually happened through interviews, chart and equipment review, timelines, etc.
- **Day of the 1st RCA Meeting** –
- Have each staff who provided care tell their part of the story (as you tell your part of the story share any concerns you have about any process or system* not working well).
- PM&I staff will record the story as it is told
- PM&I staff ask questions related to system/processes and to clarify
- Review the entire story and create of list of concerns

***Ways to think about process and system issues**

<u>Human factors</u> <ul style="list-style-type: none"> • Staffing • Scheduling • Orientation/training • Competency assessment • Supervision • Qualification/requirements 	<u>Equipment Factors</u> <ul style="list-style-type: none"> • Preventive maintenance • Equipment failure • Equipment availability • Defective equipment • User error 	<u>Environmental Factors</u> <ul style="list-style-type: none"> • Physical • Cultural • Uncontrollable external • Environmental risks • Quality control • Safety, security, utility, HAZMAT, emergency preparedness
<u>Information Factors</u> <ul style="list-style-type: none"> • Accurate data • Through and available data • Unclear data/information • Lack of Technology 	<u>Communication Factors</u> <ul style="list-style-type: none"> • Among staff • Between staff and patient or family • Between physician and staff • Between physician and patient or family • Between levels of care, units or external facilities 	<u>Policy, Procedure and Practice Factors</u> <ul style="list-style-type: none"> • Assessment, reassessment, monitoring • Care planning • Patient/family education • Care and treatment protocols and practices • Patient identification • Patient observation

Ground rules for the meeting

- "We are here to learn and improve our processes".
- "No blame or judgments"- to accomplish this we ask everyone to use "I" statements and only tell what he or she did or knows.
- "Just the facts" – very easy to assume we know that a certain action or lack of action created the outcome but we are asking that no one speculate on cause or outcomes as they share their part.
- "Treat each other with courtesy and respect" – share your perspective on the event and not assign blame.
- "What is discussed here stays here" - this review is confidential and non-discoverable.

What happens next?

- Typically there is one more meeting to create an action plan
- The action plan meeting will include those with operational and practice accountability
- The action plan that will address responsibility for implementation, oversight, pilot testing as appropriate, time lines, and strategies for measuring the effectiveness of the actions.
- The RCA action plan must be completed within 45 days for reportable events and within 90 days for non-reportable events.

RICE HEALTH FOUNDATION BOARD OF TRUSTEES

BOARD NOMINATIONS April 2016

Action Item

The following nominees are presented for approval:

Amy Ellingson – Third Term, ending May 2019
Jonathan Kreps – Third Term, ending May 2019
Lynn Johnson – First Term, ending May 2019
(Filling vacancy left by Lara Duininck)

Information

The Foundation board officers for **June 2015 – May 2016**:

Chair – Jonathan Kreps
Vice Chair – Dr. Amy Ellingson
Treasurer – Mick Quinn
Secretary – Brad Schmidt

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
MAY 23, 2016

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, May 23, 2016 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Jeff Nagel, Joe Gimse, Justin Mattern, Abdirizak Mahboub, and Nathan Weber. Absent was Commissioner Carol Laumer.

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, Water & Heating Supervisor Joel Braegelman, Staff Electrical Engineer Jeron Smith, Line Distribution Supervisor Todd Graves, Construction Engineer Bill Hawkinson, City Attorney Robert Scott, City Councilman Shawn Mueske, Conway, Deuth & Schmiesing CPA Darrin Ogdahl, Liesch Associates Representative Jim deLambert, and WC Tribune Journalist Shelby Lindrud.

Commission President Holtz opened the meeting by requesting the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Nagel offered a resolution to approve the Consent Agenda as presented. Commissioner Gimse seconded.

RESOLUTION NO. 21

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consent Agenda be approved as presented which includes:

- ❖ Minutes from the May 9, 2016 Commission meeting; and,
- ❖ Bills represented by vouchers No. 160833 to No. 160929 inclusive in the amount of \$1,850,630.39 with a MISO charge in the amount of \$25,161.31.

Dated this 23rd day of May, 2016.

President

ATTEST:

Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays.

At 11:50 a.m., Commissioner Holtz announced that the scheduled public hearing to address the Wellhead Protection Plan would be conducted at this time. Jim deLambert of Liesch Associates (a Terracon Company) was in attendance to review the Wellhead Protection which is a requirement of the Safe Drinking Water Act administered by EPA. This plan is a way to prevent drinking water from becoming polluted by managing potential sources of contamination in the area which supplies water to the public wells. Mr. deLambert provided illustrations depicting the well locations in Willmar along with additional data related to the water system. It was noted that a legal notice had been published in the West Central Tribune on May 2, 2016. No one from the public attended the hearing and no comments had been received concerning the Wellhead Protection Plan. The public hearing was closed at approximately 12:00 p.m.

Commissioner Holtz introduced CPA Darrin Ogdahl from the accounting firm of Conway, Deuth & Schmiesing, PLLP. He was in attendance to present the Commission with a report summarizing the 2015 Financial Statements & Accountants' Report for the Willmar Municipal Utilities. Mr. Ogdahl informed the Commission that following a thorough review of the financial statements and reporting records of the Willmar Municipal Utilities, it was determined that the WMU was in compliance with the provisions of laws, regulations, contracts, and agreements. Commissioner Holtz expressed his appreciation to Staff for their efforts demonstrated in accomplishing the annual audit along with the daily operations following the unexpected passing of Director of Finance Hunstad in January. Following discussion, Commissioner Gimse offered a motion to accept the 2015 Financial Statements & Accountants' Report as presented. Commissioner Mattern seconded the motion which carried by a vote of six ayes and zero nays.

Commissioner Mattern (Chair) reviewed with the Commission minutes from the May 13th WMU Planning Committee meeting (see attached). Items of discussion included: 1) Operational Policies review & discussion; 2) Water Treatment Plants Project including agreement with Carollo Engineers; 3) Facilities/Building Project update; 4) Energy Acquisition Adjustment (EAA); and, 5) request for Commissioner iPad/tablet devices. Following review and discussion, Commissioner Nagel offered a motion to approve the minutes of the May 13th WMU Planning Committee meeting as presented. Commissioner Mahboub seconded the motion which carried by a vote of six ayes and zero nays.

In conjunction with the approval of the WMU Planning Committee minutes, two items were presented to the Commission for approval. First, the Committee was recommending to approve the proposed revisions to the WMU Operations Policy Manual including the newly created Purchasing Policy and the Information Technology Disaster Recovery Plan. The modifications proposed were needed to bring the Manual current and in compliance with all statutes and operational requirements. Following review and discussion, Commissioner Mattern offered a resolution to approve the WMU Operations Policy Manual with the inclusion of the Purchasing Policy and the Information Technology Disaster Recovery Plan as presented. Commissioner Nagel seconded.

RESOLUTION NO. 22

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the modifications to the WMU Operations Policy Manual be approved in its entirety as presented."

Dated this 23rd day of May, 2016.

President

ATTEST:

Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays.

The second item to be recommended for approval by the WMU Planning Committee was to authorize the next step of the Water Treatment Plan (previously approved project for the Northeast & Southwest Water Treatment Plants) with Carollo Engineers. The scope of services would be to conduct the preliminary design for conversion to the biological filtration. The maximum amount for this portion of the multi-year project is in the amount of \$137,022. Following discussion,

Commissioner Nagel offered a resolution to approve the Scope of Service with Carollo Engineers in the amount of \$137,022 for the preliminary design for conversion to biological filtration of the NE and SW Water Treatment Plants. Commissioner Mahboub seconded.

RESOLUTION NO. 23

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Scope of Services Agreement with Carollo Engineers, Inc. of Broomfield, Colorado, for the preliminary design for conversion to biological filtration be approved in the amount of \$137,022."

Dated this 23rd day of May, 2016.

President

ATTEST:

Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays.

Commissioner Gimse (Vice Chair) reviewed with the Commission the minutes of the May 9th WMU Labor Committee meeting (see attached). Items of discussion included: 1) Memorandum of Agreement with IBEW Local Union #160 regarding Meter and Line Departments; 2) review of Request for Proposals to engage executive search firm; and, 3) Interim General Manager position. Following review and discussion, Commissioner Gimse offered a motion to approve the minutes of the May 9th WMU Labor Committee meeting as presented. Commissioner Mattern seconded the motion which carried by a vote of six ayes and zero nays.

Following the approval of the minutes and recommendation by the WMU Labor Committee, Commissioner Holtz requested the Commission to authorize designation of John Harren (Director of Operations) to serve as Interim General Manager effective July 16, 2016. (General Manager Hompe will be retiring effective July 15, 2016.) It was noted that compensation for this position will be considered prior to the actual effective date. Following discussion, Commissioner Gimse offered a resolution to authorize Director of Operations Harren to serve as the Interim General Manager effective July 16, 2015. Commissioner Mahboub seconded.

RESOLUTION NO. 24

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Commission appoint Director of Operations John Harren to serve as Interim General Manager effective July 16, 2016 with compensation to be considered prior to that date."

Dated this 23rd day of May, 2016.

President

ATTEST:

Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays.

Staff Electrical Engineer Smith reviewed with the Commission bid opening results and recommendation to award the 230 kV WB Transmission Line Structure Replacement Project. The project consists of replacing 16 structures of the WB Transmission Line. Upon review of the five bids received, it was the recommendation of Staff to award the bid to Emblom's Midwest Powerline Construction for their bid in the amount of \$152,500. Following discussion, Commissioner Nagel offered a resolution to award the bid for the replacement of 16 line structures to Emblom's Midwest Powerline Construction in the amount of \$152,500. Commissioner Gimse seconded.

RESOLUTION NO. 25

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the bid for the 230 kV WB Transmission Line Structure Replacement Project be awarded to Emblom's Midwest Powerline Construction, Inc., of Sauk Centre, MN, in the amount of \$152,500."

Dated this 23rd day of May, 2016.

President

ATTEST:

Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays.

General Manager Hompe requested the Commission to approve a resolution with Morgan Stanley Smith Barney, LLC (MSSB) entitled Authorized Persons and Enabling Resolutions for Corporations. The agreement would designate specific staff members to provide for opening and/or maintaining financial accounts (i.e. investments) on behalf of Willmar Municipal Utilities. Following discussion, Commissioner Nagel offered a resolution to approve designated Staff members to conduct financial business on behalf of the Willmar Municipal Utilities with MSSB. Commissioner Gimse seconded.

RESOLUTION NO. 26

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Authorized Persons and Enabling Resolutions for Corporations with Morgan Stanley Smith Barney, LLC, be approved authorizing Director of Finance Denise Runge and Director of Operations John Harren to conduct financial business on behalf of Willmar Municipal Utilities."

Dated this 23rd day of May, 2016.

President

ATTEST:

Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays.

At this time, two utility-related reports were presented to the Commission by Staff. These informational reports and analyses included:

1. April 2016 Wind Turbine Report (Power Production Supervisor Folkedahl)
2. Electric Distribution Update/Report (Line Distribution Supv. Graves/Construction Engineer Hawkinson)

Director of Operations Harren presented the Commission with a report on his recent attendance to the Missouri River Energy Services (MRES) Annual Meeting held in Sioux Falls on May 11 & 12. MRES is an organization consisting of 60 member municipalities that own and operate their own electric distribution systems. Among the topics of interest discussed were: changes in the industry; smart grid; distribution system & data collection; renewable energy; de-carbonization & clean power plants; EPA requirements; and, grid resilience.

Per request by the WMU Planning Committee, General Manager Hompe presented a brief update on the status of two WMU capital improvement projects. First, the Priam Substation continues to remain on hold pending agreement of a Memorandum of Understanding between WMU and Great River Energy (GRE). Reps from both entities are scheduled to meet in June to continue discussions. Second, Staff is anticipating additional results and data from the generation study regarding the pending Diesel Generation Relocation Project.

General Manager Hompe presented the Commission with a number of upcoming meetings/events to note. These include:

- WMU Labor Committee Meeting – June 1 @ 8:00 a.m.
- APPA National Conference – June 10-15 (Phoenix, AZ)
- MMUA Annual Summer Mtg. – August 15-17 (Cragun's)
- WMU Annual Open House (Public Power Week) – Tues., October 4

There being no further business to come before the Commission, Commissioner Nagel offered a motion to adjourn the meeting. Commissioner Mahboub seconded the motion which carried by a vote of six ayes and zero nays, and the meeting was adjourned at 1:18 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Jeff Nagel, Secretary



WILLMAR MUNICIPAL UTILITIES
WMU PLANNING COMMITTEE MEETING MINUTES
Friday, May 13, 2016 – 1:00 p.m.
WMU Conference Room

Present: Commissioners Justin Mattern (Chair) & Abdirizak Mahboub, General Manager Wesley Hompe, Director of Operations John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Compliance Officer Janell Johnson, Water/Heating Supervisor Joel Braegelman, Carollo Engineering Rep Vincent Hart, and Supervisor of Facilities & Purchasing Kevin Marti.

Committee Chair Mattern called the meeting to order at 1:04 p.m.

AGENDA ITEM(S):

➤ **Operational Policies Review/Discussion:**

Compliance Officer Johnson introduced discussion on the process and modifications being proposed to bring the WMU Operations Policy Manual current and in compliance with all statutes and operational requirements. An itemized listing of the revisions was presented for review. Among the changes to note were programming/coding changes (due to new software system), disconnection procedures, service requirements & classification updates, and general verbiage updates. Also to note was the inclusion of two new policies which have been created to be incorporated into the manual (Purchasing Policy and Information Technology Disaster Recovery Plan).

Purchasing Policy: Director of Operations Harren reviewed with the Committee the Purchasing Policy. The purpose of this policy is to establish the procedures for purchases made on behalf of WMU. This policy would ensure the all purchases comply with applicable laws; ensure the lowest price and best value while purchasing goods/services; and, to provide clear and consistent guidelines for authorized WMU employees/purchasers to follow. Purchasing levels/limits and authorized Staff have has been established. WMU follows all state and federal laws regarding contracting and competitive bidding laws.

Relative to the proposed Purchasing Policy, Commissioner Mattern requested that a listing of annual consulting and/or engineering service contracts from consultants that WMU routinely use exceeding \$5,000 be made available to the Commission in January of each year for approval.

Information Technology Disaster Recovery Plan: Compliance Officer Johnson presented the newly created Information Technology Disaster Recovery Plan to the Committee for discussion and review. The primary focus of this plan is to provide a response plan in the event of a disaster that severely affects WMU's central computer system. This disaster recovery plan has the following primary objectives:

- 1) Present an orderly course of action for restoring critical computing capability to WMU;
- 2) For making the decision to recover at a cold site or repair the affected site (cold site is a location other than the current WMU office bldg.);
- 3) Describe an organizational structure for carrying out the plan;
- 4) Provide information concerning personnel that will be required to carry out the plan and the computing expertise required; and,

- 5) Identify the equipment, relocation needs, procedures, and other items necessary for the recovery (i.e. contact information).

Action:

Following discussion, it was the recommendation of the WMU Planning Committee to accept the proposed WMU Operations Policy Manual, Purchasing Policy and Information Technology Disaster Recovery Plan. The Operations Policy Manual will be presented to the Commission at their May 23rd MUC meeting for approval.

At this time, Compliance Officer Johnson departed the meeting. Water/Heating Supervisor Braegleman and Carollo Engineering Rep Vincent Hart entered the meeting at this time.

➤ **Water Division: Water Treatment Plant (Scope of Services – Carollo)**

Water/Heating Supervisor Braegleman introduced Carollo Engineering Rep Vincent Hart to the WMU Planning Committee. Hart reviewed with the Committee the continuing water treatment plan and a conceptual preliminary design for conversion to biological filtration. A recap of the project was presented which including the results of the pilot plant and scope of services to move forward with the established process. Following the previously established schedule, the next step of the project is to conduct the preliminary design for conversion to the biological filtration.

Action:

Following review and discussion, it was the recommendation of the WMU Planning Committee to move forward with the Scope of Services with Carollo as presented. A request for agreement approval with Carollo Engineers will be presented to the Commission at the May 23rd MUC meeting.

At this time, Braegelman and Hart departed the meeting. Supervisor of Facilities & Purchasing Kevin Marti entered the meeting at this time.

➤ **Facilities/Building Project Update:**

Supervisor of Facilities & Purchasing Marti presented a status update of the facilities/bldg. On April 13th, WMU Staff met with City Staff (Larry Kruse & Bruce Peterson) and Nancy Schultz from CRBPS (firm conducting a facilities assessment study for COW) to further address the possibility of a joint facilities venture in an effort to increase efficiencies. WMU Staff has been in contact with GLTArchitects to request a possible update of the original facilities assessment study conducted in 2010 for WMU. A proposal has been submitted to WMU by GLTA (\$4,200), and a meeting with GLTA reps has been scheduled for May 16th to further discuss the project. Currently CRBPS does not have a tentative date for completion of the City's study at this time. Upon completion of both studies, an independent third party may need to be engaged to provide an objective opinion on the results of the two studies.

At this time, Marti departed the meeting.

➤ **Energy Acquisition Adjustment (EAA) and Rate Study:**

Power Supply Manager Carlson presented the Planning Committee with data and background information regarding the EAA. Results of the Cost of Service & Rate Design Study (November 2014) conducted by Dave Berg Consulting were reviewed. As a result of the Study, four rate increases were recommended for implementation (current & future). Proposed capital improvement projects along with power supply costs were the driving force behind the rate

increase at that time. It was noted that the new power supply contract (GRE) has greatly affected the current power supply costs, however, those costs were recognized in the rate study. In the long-term, Staff anticipates additional rate increases as proposed in the rate study will be required to have the financial backing/cash reserves as needed to complete the projects in the Capital Improvement Plan.

➤ **Miscellaneous:**

Commissioner Mahboub suggested that in an effort to increase the information access for all Commissioners, iPads or tablet devices should be looked into as a means to keep the Commissioners current on matters concerning WMU. It was the consensus of the WMU Planning Committee to direct Staff to further investigate the options available for purchasing the tablet devices. (Note: This item has been budgeted.)

Requested future project updates: 1) Priam Substation, and 2) Relocation of Diesel Generators

Adjournment:

Following discussion, Commissioner Mahboub offered a motion to adjourn the meeting of the WMU Planning Committee. Commissioner Mattern seconded the motion which carried, and the meeting was adjourned by a vote of two ayes and zero noes at 2:47 p.m.



WILLMAR MUNICIPAL UTILITIES

WMU LABOR COMMITTEE MEETING MINUTES

Monday, May 9, 2016 – 12:00 p.m.

WMU Conference Room

Attendees: Commissioners Carol Laumer (Chair), Joe Gimse, Nathan Weber, General Manager Wesley Hompe, Director of Operations John Harren, and Customer Service/Meter Dept. Supervisor Stacy Stien.

Committee Chair Laumer called the meeting to order at 12:08 p.m.

AGENDA ITEMS:

➤ Memo of Agreement with IBEW regarding Meter and Line Departments::

A Memo of Agreement (MOA) created between IBEW Local #160 and the WMU regarding modifications of the Meter Dept. classifications and market wage adjustments for the Line Dept. employees was reviewed.

Meter Department: Customer Service/Meter Dept. Supv. Stien presented an overview of the Meter Department, its personnel and the current transitioning the department is experiencing. Following a review of the current positions and assessing the needs of the department, it was determined that the following modifications to the Meter Department were warranted. In an effort to increase efficiencies, it is the recommendation of Staff to transition from five positions to three positions. Individual position adjustments were reviewed including:

- Current Meter Reader/Mechanic employee will be reclassified to the Electric Meter Technician position.
- Leaving the Meter Reader/Mechanic classification open.
- Modifications to the Electric Meter Technician job description will reflect the changes in the position.

Line Department: General Manager Hompe and Director of Operations Harren recapped for the Labor Committee the current status of the WMU Line Dept. wage structure versus the area market wages. With the current wage differential continuing to grow farther apart, it is the recommendation of Staff to amend the current wage structure of the WMU Line Dept.

Staff was directed to contact Labor Attorney Frank Madden concerning the process of signing of the MOA.

It was the recommendation of Staff to have the effective date of the agreed upon MOA's be stated as: the first full pay period after approval/execution by both parties pending Attorney Madden's approval. Also to note was that, as previously set forth, no back pay is given for wage adjustments (union or non-union positions).

Action:

Following discussion, Commissioner Gimse made a motion to submit the agreed upon Memo of Agreement (with the noted adjustments) to IBEW Local #160 for acceptance. Commissioner Weber seconded the motion which carried by a vote of three ayes and zero nays.

➤ **Review Requests for Proposals (RFP) to engage executive search firm to conduct General Manager hiring process:**

A RFP to engage an executive search firm for the hiring of a General Manager for WMU was reviewed. At this time, the RFP will be sent to the following four individual firms: 1) David Drown Associates; 2) Waters & Company (a Springsted company); 3) Big River Group LLC; and, 4) S. Renee Narloch & Associates. Established dates of protocol to be followed for the selection of an executive search firm are as follows:

- a. RFP issued: May 9, 2016
- b. Proposals Due: May 25, 2016
- c. Labor Committee Review: June 1, 2016
- d. Commission Approval: June 13, 2016

➤ **Interim General Manager position:**

In conjunction with the impending retirement of General Manager Hompe (effective July 15th), it is the recommendation of the Labor Committee to name Director of Operations Harren to serve as the Interim General Manager. This is a proactive measure by the Commission to establish continuity in the leadership position of WMU. The date of the Interim General Manager appointment would be effective July 16, 2016. Commissioner Laumer has been in contact with MMUA staff to assist in determining the appropriate wage/salary for the interim position. General Manager Hompe will provide the Committee with additional wage/benefit data for the following positions: General Manager, Director of Operations and Director of Finance. Hompe will also provide the Committee with the current General Manager job description for their review and to assist in establishing the interim position duties.

Action:

Following discussion, Commissioner Weber offered a motion to appoint John Harren as the Interim General Manager, effective July 16, 2016. Commissioner Gimse seconded the motion which carried by a vote of three ayes and zero nays.

(Note: Commission approval will be requested at the May 23rd MUC meeting.)

➤ **Miscellaneous:**

Next WMU Labor Committee meeting has been scheduled for Wednesday, June 1st beginning at 8:00 a.m. A review of the submitted RFP's (GM search firms) will be reviewed at this time.

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Laumer offered a motion to adjourn the meeting at 1:12 p.m. Commissioner Gimse seconded the motion which carried by a vote of three ayes and zero nays.

**WILLMAR MUNICIPAL AIRPORT COMMISSION
CITY OF WILLMAR, MN
TUESDAY, MAY 24, 2016**

MINUTES

1. The Willmar Municipal Airport Commission met on Tuesday, May 24, 2016, at 4:30 p.m. at the Willmar Municipal Airport Conference Room.

**** Members Present:** Pat Curry, Don Cole, Dan Reigstad, David Little, Richard Kacher, and Dan O'Meara.

**** Members Absent:** Sandy Gardner

**** Others Present:** Brian Negen- Maximum Cruise Aviation, Shelby Lindrud- West Central Tribune, Tim Johnson- City Council, Andrew Plowman- City Council, Eric Rudningen- Eric's Aviation Services, Bruce D. Peterson- Director Planning and Development Services, and Megan DeSchepper- Planner/Airport Manager.

3. MINUTES: The minutes of the March 30, 2016 meeting were approved as submitted.
4. FBO DISCUSSION: The Commission discussed the FBO contractual issues, including no insurance coverage, and possible termination due to default of the contract. Some of the Airport Commission were upset they had not heard of these issues sooner and found out about it by reading an article in the paper. The Commission also reviewed the City Charter relating to the role of the Airport Commission as an advisory body to the City Council. The City Attorney advised that the process of terminating a contract does require City Council action.

Brian Negen, of Maximum Cruise Aviation (FBO), stated he has secured a 90 day insurance policy and that he's secured a new business partner and employee to help him with the paper work and administrative portions of the business. A portion of the business is being purchased and will require an amendment to the current FBO contract with the City.

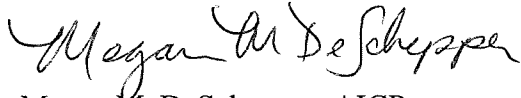
The Commission talked about deficiencies. They said if insurance is acquired prior to the May 26, 2016 Community Development Committee meeting and the FBO can meet contractual obligations during the next 60 days, they would support continuing with the FBO and reviewing the progress at that time.

Dr. Kacher made a motion, seconded by Mr. Little, that the FBO supply the required insurance information to the City by Thursday evenings Community Development Committee meeting (May 26, 2016) and that the Airport Commission review the FBO progress and contractual obligations in 60 days.

The motion carried.

5. 10 YEAR ANNIVERSARY CELEBRATION UPDATE: Mr. Curry updated the Commission on the fliers being produced by the Chamber for the event. Two Boy Scout Troops will be assisting with the festivities, and several people have committed to donating plane rides. A suggestion was made to make sure there are no insurance liabilities for the City from the event.
6. AIRPORT UPDATES: Staff updated the Airport Commission regarding the Master Plan update and east taxilanes reconstruction projects that are going to begin this year. Quotes are being obtained for individual electrical metering of the HG-6 T-Hangar building and for a credit card reader machine for the Jet A fuel tank. A tile has broken on the west end of the Airport property in some of the Ag lease land that will require repair/replacement. Noxious weed prevention treatments and mowing have started up for the season. And a great Boy Scout event occurred over the weekend with Tom Fry, Tom Sands, and Ryan Nelson contributing time and airplanes to educate the Scouts. It was suggested the airport gates be repaired.
7. With no further business to come before the Commission the meeting adjourned at 5:57 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ACCESS LIFTS 003111	46050	06/02/16	WHEEL CHAIR LIFT MTCE	813.00		M4103SA		D N	MTCE. OF STRUCTU	101.45433.0335
ALEX AIR APPARATUS INC 002061	46051	06/02/16	FIRE FIGHTER GLOVES	450.00		29862		D N	SUBSISTENCE OF P	101.42412.0227
	46051	06/02/16	CLASS A FOAM	269.85		29862		D N	GENERAL SUPPLIES	101.42412.0229
				719.85	*CHECK	TOTAL				
			VENDOR TOTAL	719.85						
AMBERG/TOM .02408	46052	06/02/16	FLWRS FOR SELVIG PARK	458.19		053116		D N	OTHER SERVICES	811.45432.0339
AMERICAN WELDING & GAS I 000057	46053	06/02/16	WELDING GAS	147.58		03983407		D N	GENERAL SUPPLIES	101.43425.0229
	46053	06/02/16	WELDING GAS	44.95		04016987		D N	GENERAL SUPPLIES	101.43425.0229
				192.53	*CHECK	TOTAL				
			VENDOR TOTAL	192.53						
ANDERSON LAW OFFICES 002954	46054	06/02/16	SOLD FORFEITURE VEHICL	3,510.00		051316		D M 07	OTHER SERVICES	101.41428.0339
BACKES TECHNOLOGY SERVIC 000087	46055	06/02/16	CHECK/TEST FIBER-LABOR	745.00		14873		D N	MTCE. OF OTHER I	651.48484.0336
	46055	06/02/16	CAT 5E WIRE RUN-PARTS	280.00		14943		D N	MTCE. OF STRUCTU	101.45437.0225
	46055	06/02/16	CAT 5E WIRE RUN-LABOR	460.00		14943		D N	MTCE. OF STRUCTU	101.45437.0335
				1,485.00	*CHECK	TOTAL				
			VENDOR TOTAL	1,485.00						
BAKER GRAPHICS 000917	46056	06/02/16	CINCO DE MAYO SIGNS	106.88		13453		D N	OTHER CHARGES	208.45010.0449
BCA CJTE 000095	46057	06/02/16	CARLSON-SEMINAR REGIS.	375.00		35020		D N	TRAVEL-CONF.-SCH	101.42411.0333
BERNICK'S PEPSI-COLA CO 000103	46058	06/02/16	OFFICE COFFEE	39.48		14271		D N	GENERAL SUPPLIES	101.43425.0229
BEST WESTERN 000900	46059	06/02/16	CONV. BID FULFILLMENT	250.00		18123		D N	OTHER CHARGES	208.45008.0449
BOLTON & MENK INC 001010	46060	06/02/16	PRE-TREATMENT PROGRAM	155.78		0190280		D N	PROFESSIONAL SER	651.48484.0446
	46060	06/02/16	IND. PARK 4TH ADDITION	5,333.50		0190282		D N	PROFESSIONAL SER	414.48455.0446
	46060	06/02/16	WESTWOOD COURT L.S.	10,932.93		0190283		D N	MTCE. OF OTHER I	432.48508.0336
	46060	06/02/16	REIMBURSABLE EXPENSES	1,122.00		0190283		D N	MTCE. OF OTHER I	432.48508.0336
				17,544.21	*CHECK	TOTAL				
			VENDOR TOTAL	17,544.21						

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BORGERDING MANAGEMENT .02307	46061	06/02/16	SIGN DEPOSIT REF 2016-11	100.00		2016-11		D	N				DEPOSITS-SIGN PE	101.230001
BRISENDINE/STEVE 002453	46062	06/02/16	PARK PLAN MTG-MILEAGE	103.68		051216		D	N				TRAVEL-CONF.-SCH	101.45432.0333
BSE 001980	46063	06/02/16	2 SPD SCREWDRIVER KIT	129.00		911197336		D	N				SMALL TOOLS	101.42412.0221
BSN SPORTS INC 003001	46064	06/02/16	SOCCER GOAL NETS	491.80		97866317		D	N				GENERAL SUPPLIES	101.45432.0229
	46064	06/02/16	REC ACTIVITY SUPPLIES	3,340.85		97878122		D	N				GENERAL SUPPLIES	101.45432.0229
			VENDOR TOTAL	3,832.65	*CHECK	TOTAL								
CALVIN/MARVIN B 001998	46065	06/02/16	PARK PLAN MTG-LODGING	116.93		051116		D	N				TRAVEL-CONF.-SCH	101.41401.0333
CARDMEMBER SERVICE 002365	46048	05/23/16	PLAN ANALYST SOFTWARE	170.00		STMT/4-16		D	N				SMALL TOOLS	101.41402.0221
	46048	05/23/16	CIVIC CNTR DISPLAY COMP.	155.88		STMT/4-16		D	N				SMALL TOOLS	101.41409.0221
	46048	05/23/16	CELL PHONE REPAIR TOOLS	17.20		STMT/4-16		D	N				SMALL TOOLS	101.41409.0221
	46048	05/23/16	EARBUD HEADPHONES	20.71		STMT/4-16		D	N				SMALL TOOLS	101.41409.0221
	46048	05/23/16	MICROPHONE COVERS	18.29		STMT/4-16		D	N				MTCE. OF EQUIPME	101.41409.0224
	46048	05/23/16	BROADCASTER SUBSCRIP.	49.00		STMT/4-16		D	N				SUBSCRIPTIONS AN	101.41409.0443
	46048	05/23/16	UPGRADED DROP BOX ACCT	99.00		STMT/4-16		D	N				SUBSCRIPTIONS AN	101.41409.0443
	46048	05/23/16	OFF SITE BACKUP	17.49		STMT/4-16		D	N				SUBSCRIPTIONS AN	101.41409.0443
	46048	05/23/16	SALES TAX SURVEY	1,020.00		STMT/4-16		D	N				SUBSCRIPTIONS AN	101.41409.0443
	46048	05/23/16	WEBSITE HOSTING FEE	148.38		STMT/4-16		D	N				PROFESSIONAL SER	101.41409.0446
	46048	05/23/16	FELT-HEROES BREAKFAST	75.00		STMT/4-16		D	N				SUBSISTENCE OF P	101.42411.0227
	46048	05/23/16	LIVINGOOD-SEMINAR REGIS.	200.00		STMT/4-16		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	46048	05/23/16	EVANS-SEMINAR REGIS.	200.00		STMT/4-16		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	46048	05/23/16	ANDERSON-SEMINAR REGIS.	200.00		STMT/4-16		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	46048	05/23/16	HELGESON/CARLSON-LODGING	96.28		STMT/4-16		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	46048	05/23/16	ERICKSON-SEMINAR REGIS.	250.00		STMT/4-16		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	46048	05/23/16	EVANS-SEMINAR REGIS.	250.00		STMT/4-16		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	46048	05/23/16	PAPER SHREDDER	80.00		STMT/4-16		D	N				SMALL TOOLS	101.42412.0221
	46048	05/23/16	FOLD UP DOOR CHOCKS	100.00		STMT/4-16		D	N				SMALL TOOLS	101.42412.0221
	46048	05/23/16	MAGNETIC MIC	124.85		STMT/4-16		D	N				SMALL TOOLS	101.42412.0221
	46048	05/23/16	TRAINING VIDEO	116.50		STMT/4-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	46048	05/23/16	LIVE BURN TRNG-DONUTS	11.98		STMT/4-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	46048	05/23/16	FDIC CONF.-SHUTTLE SERV	40.00		STMT/4-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	46048	05/23/16	FDIC CONF.-MEALS	223.57		STMT/4-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	46048	05/23/16	FDIC CONF.-MEALS	42.51		STMT/4-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	46048	05/23/16	FDIC CONF.-TAXI	48.00		STMT/4-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	46048	05/23/16	FDIC CONF.-PARKING EXP.	70.00		STMT/4-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	46048	05/23/16	FDIC CONF.-MEALS	44.69		STMT/4-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	46048	05/23/16	FDIC CONF.-MEALS	58.32		STMT/4-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	46048	05/23/16	FDIC CONF.-LODGING EXP	1,820.52		STMT/4-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	46048	05/23/16	FDIC CONF.-LODGING EXP	1,820.52		STMT/4-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333

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CARDMEMBER SERVICE			002365							
	46048	05/23/16	TV AND DVD PLAYER	240.45		STMT/4-16		D N	SMALL TOOLS	101.45435.0221
				7,829.14	*CHECK	TOTAL				
			VENDOR TOTAL	7,829.14						
CARLSON/MICHAEL			002996							
	46066	06/02/16	BULLET PROOF WARRIOR TR.	51.73		102		D N	TRAVEL-CONF.-SCH	101.42411.0333
CARRANZA/NOE			002547							
	46067	06/02/16	INTERPRETED 05/18/16	50.00		051816		D M 07	PROFESSIONAL SER	101.42411.0446
CENTERPOINT ENERGY			000467							
	46068	06/02/16	NATURAL GAS-MAY	5.57		1958964/5-16		D N	UTILITIES	101.41408.0332
	46068	06/02/16	NATURAL GAS-APR	1,264.24		6007939/4-16		D N	UTILITIES	101.43425.0332
	46068	06/02/16	NATURAL GAS-MAY	153.23		6007939/5-16		D N	UTILITIES	101.43425.0332
	46068	06/02/16	NATURAL GAS-APR	25.56		6038773/4-16		D N	UTILITIES	101.43425.0332
	46068	06/02/16	NATURAL GAS-MAY	16.94		6038773/5-16		D N	UTILITIES	101.43425.0332
	46068	06/02/16	NATURAL GAS-APR	343.25		6048932/4-16		D N	UTILITIES	651.48484.0332
	46068	06/02/16	NATURAL GAS-MAY	181.82		6048932/5-16		D N	UTILITIES	651.48484.0332
	46068	06/02/16	NATURAL GAS-APR	774.96		6061271/4-16		D N	UTILITIES	101.45433.0332
	46068	06/02/16	NATURAL GAS-MAY	190.81		6061271/5-16		D N	UTILITIES	101.45433.0332
	46068	06/02/16	NATURAL GAS-APR	33.64		6069198/4-16		D N	UTILITIES	101.43425.0332
	46068	06/02/16	NATURAL GAS-MAY	20.12		6069198/5-16		D N	UTILITIES	101.43425.0332
	46068	06/02/16	NATURAL GAS-APR	48.55		6072309/4-16		D N	UTILITIES	101.45437.0332
	46068	06/02/16	NATURAL GAS-MAY	117.84		6084836/5-16		D N	UTILITIES	101.45435.0332
	46068	06/02/16	NATURAL GAS-APR	2,897.36		6085332/4-16		D N	UTILITIES	101.45433.0332
	46068	06/02/16	NATURAL GAS-MAY	2,089.84		6085332/5-16		D N	UTILITIES	101.45433.0332
	46068	06/02/16	NATURAL GAS-APR	16.94		6093527/4-16		D N	UTILITIES	101.43425.0332
	46068	06/02/16	NATURAL GAS-MAY	16.94		6093527/5-16		D N	UTILITIES	101.43425.0332
	46068	06/02/16	NATURAL GAS-APR	420.61		6102726/4-16		D N	UTILITIES	101.42412.0332
	46068	06/02/16	NATURAL GAS-MAY	117.80		6102726/5-16		D N	UTILITIES	101.42412.0332
	46068	06/02/16	NATURAL GAS-APR	195.77		8503501/4-16		D N	UTILITIES	651.48485.0332
	46068	06/02/16	NATURAL GAS-APR	431.06		8512023/4-16		D N	UTILITIES	651.48485.0332
	46068	06/02/16	NATURAL GAS-MAY	1,886.26		8795475/5-16		D N	UTILITIES	651.48484.0332
				11,249.11	*CHECK	TOTAL				
			VENDOR TOTAL	11,249.11						
CHAMBERLAIN OIL CO			000154							
	46069	06/02/16	FLOOR DRY/DEF FLUID	1,410.40		159229		D N	INVENTORIES-MDSE	101.125000
	46069	06/02/16	GREASE	273.94		159230		D N	INVENTORIES-MDSE	101.125000
				1,684.34	*CHECK	TOTAL				
			VENDOR TOTAL	1,684.34						
CHAPPELL CENTRAL INC			000156							
	46070	06/02/16	JOTS 2 L.S. HVAC REPAIR	154.50		00068255		D N	MTCE. OF EQUIPME	651.48485.0334
	46070	06/02/16	FLTRS-AIR HANDLING UNIT	179.24		00159710		D N	MTCE. OF STRUCTU	101.41408.0225
	46070	06/02/16	HVAC FILTER	27.86		00159923		D N	MTCE. OF STRUCTU	651.48484.0225
				361.60	*CHECK	TOTAL				
			VENDOR TOTAL	361.60						

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CHARTER COMMUNICATIONS			000736											
	46071	06/02/16	PHONE SERV 05/16-06/15	47.26		1136/5-16		D	N				COMMUNICATIONS	101.41409.0330
	46071	06/02/16	PHONE SERV 05/20-06/19	150.59		2191/5-16		D	N				COMMUNICATIONS	101.41409.0330
	46071	06/02/16	PHONE SERV 05/16-06/15	314.76		3552/5-16		D	N				COMMUNICATIONS	208.45005.0330
	46071	06/02/16	PHONE SERV 05/26-06/25	87.97		5124/6-16		D	N				COMMUNICATIONS	101.41409.0330
				600.58										
			VENDOR TOTAL	600.58		*CHECK TOTAL								
CHIEF SUPPLY CORPORATION			000885											
	46072	06/02/16	BRASS COLLAR PINS	21.49		127943		D	N				SUBSISTENCE OF P	101.42412.0227
	46072	06/02/16	NAME PLATE	18.49		129719		D	N				SUBSISTENCE OF P	101.42412.0227
	46072	06/02/16	NAME PLATES/FF PINS	41.09		131745		D	N				SUBSISTENCE OF P	101.42412.0227
				81.07										
			VENDOR TOTAL	81.07		*CHECK TOTAL								
CHRISTENSEN/SEAN			003094											
	46073	06/02/16	RAILROAD BYPASS MTG	15.78		280		D	N				TRAVEL-CONF.-SCH	101.43417.0333
CODE 4 SERVICES LLC			002984											
	46074	06/02/16	SQUAD CAR-TRANSF. EQUIP	52.27		2606		D	N				MACHINERY AND AU	450.42411.0553
	46074	06/02/16	SQUAD CAR-TRANSF. EQUIP	52.26		2606		D	N				MACHINERY AND AU	450.42411.0553
	46074	06/02/16	SQUAD CAR-TRANSF. EQUIP	52.26		2606		D	N				MACHINERY AND AU	450.42411.0553
	46074	06/02/16	SQUAD CAR-TRANSF. EQUIP	52.27		2606		D	N				MACHINERY AND AU	450.42411.0553
				209.06										
			VENDOR TOTAL	209.06		*CHECK TOTAL								
COLEPAPERS INC			000170											
	46075	06/02/16	CLEANING SUPPLIES	39.78		9204233		D	N				CLEANING AND WAS	101.45435.0228
	46075	06/02/16	HAND SOAP	116.16		9204234		D	N				GENERAL SUPPLIES	101.41408.0229
				155.94										
			VENDOR TOTAL	155.94		*CHECK TOTAL								
CR-BUILDING PERFORMANCE			003215											
	46076	06/02/16	BLDG FACILITIES STUDY	1,500.00		WILMA001-08		D	N				PROFESSIONAL SER	101.41428.0446
CROW CHEMICAL & LIGHTING			000186											
	46077	06/02/16	CLEANING SUPPLIES	9.00		6984		D	N				CLEANING AND WAS	101.43425.0228
	46077	06/02/16	QUAD HEAD BRUSHES	69.00		7043		D	N				SMALL TOOLS	101.43425.0221
	46077	06/02/16	CLEANING SUPPLIES	103.60		7043		D	N				CLEANING AND WAS	101.43425.0228
	46077	06/02/16	CLEANING SUPPLIES	127.72		7059		D	N				CLEANING AND WAS	101.43425.0228
	46077	06/02/16	BROOMS/DUST PANS	213.99		7089		D	N				SMALL TOOLS	101.43425.0221
				523.31										
			VENDOR TOTAL	523.31		*CHECK TOTAL								
CUB SCOUT PACK 224			.02405											
	46078	06/02/16	REFUND SHELTER DEPOSIT	50.00		053116		D	N				DEPOSITS	101.230000
DELL MARKETING LP			001747											
	46079	06/02/16	UPS BATTERIES	219.30		XJXDX81K1		D	N				MTCE. OF EQUIPME	101.41409.0224

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
DELTA DENTAL OF MINNESOTA	002867									
	46080	06/02/16	DENTAL INSURANCE-JUN	277.90		6500216		D N	COBRA INS PREMIU	101.120001
DEPT OF HUMAN SERVICES	000009									
	46081	06/02/16	CLEANING SERVICES-APR	120.00		00000343755		D N	CLEANING AND WAS	101.45435.0338
	46081	06/02/16	CLEANING SERVICES-APR	1,480.00		00000343757		D N	CLEANING AND WAS	101.45433.0338
				1,600.00	*CHECK	TOTAL				
			VENDOR TOTAL	1,600.00						
DESIGN ELECTRIC INC	000203									
	46082	06/02/16	PEDESTRIAN SIGNAL REPAIR	467.50		3069		D N	MTCE. OF OTHER I	101.43425.0226
	46082	06/02/16	PEDESTRIAN SIGNAL REPAIR	276.00		3069		D N	MTCE. OF OTHER I	101.43425.0336
				743.50	*CHECK	TOTAL				
			VENDOR TOTAL	743.50						
DOBRANSKY JR/R. PETE	001771									
	46083	06/02/16	BULLET PROOF WARRIOR TR.	54.64		101		D N	TRAVEL-CONF.-SCH	101.42411.0333
DOMINO'S PIZZA	000210									
	46084	06/02/16	EXPLORER PRGRM MTG-MEALS	68.12		0026643		D N	SUBSISTENCE OF P	101.42411.0227
DONOHUE & ASSOCIATES	002293									
	46085	06/02/16	NPDES PERMIT ASSISTANC	7,730.00		13023-04		D N	PROFESSIONAL SER	651.48484.0446
DOOLEY'S PETROLEUM INC	002163									
	46049	05/25/16	4,000 GALLONS UNLEADED	8,271.84		35793		D N	INVENTORIES-MDSE	101.125000
	46049	05/25/16	4,000 GALLONS DIESEL	6,219.92		35794		D N	INVENTORIES-MDSE	101.125000
				14,491.76	*CHECK	TOTAL				
			VENDOR TOTAL	14,491.76						
DUININCK CONCRETE	000151									
	46086	06/02/16	BATTING CAGE-CONCRETE	390.30		78414		D N	MTCE. OF OTHER I	899.45432.0226
	46086	06/02/16	BATTING CAGE-CONCRETE	893.20		78477		D N	MTCE. OF OTHER I	899.45432.0226
	46086	06/02/16	BL FLD SEATING-CONCRETE	650.93		79001		D N	MTCE. OF OTHER I	101.43425.0226
				1,934.43	*CHECK	TOTAL				
			VENDOR TOTAL	1,934.43						
DUININCK CONCRETE CONST	003245									
	46087	06/02/16	SMALL TOOLS	32.55		1605-602459		D N	SMALL TOOLS	101.43425.0221
	46087	06/02/16	MARKING PAINT/GLOVES	59.24		1605-602459		D N	GENERAL SUPPLIES	101.43425.0229
				91.79	*CHECK	TOTAL				
			VENDOR TOTAL	91.79						
DUININCK INC	000222									
	46088	06/02/16	BITUMINOUS MIX	1,387.95		521055		D N	MTCE. OF OTHER I	101.43425.0226
ED'S SERVICE CENTER & SA	000231									
	46089	06/02/16	TOWING CHARGES-APR	480.00		STMT/4-16		D N	OTHER SERVICES	101.42411.0339

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EITREIM/LUKAS			003253							
	46090	06/02/16	DECISION MAKING TRNG	10.12		109		D N	TRAVEL-CONF.-SCH	101.42411.0333
ELECTRIC MOTOR COMPANY			.02340							
	46091	06/02/16	PULLEY-HVAC BLOWER MOTOR	8.86		192		D N	MTCE. OF EQUIPME	651.48484.0224
EMERGENCY RESPONSE SOLUT			003048							
	46092	06/02/16	2 RESPIRATORS	1,103.04		6375		D N	FURNITURE AND EQ	438.42412.0552
	46092	06/02/16	SHUT-OFF HANDLE	58.25		6426		D N	MTCE. OF EQUIPME	101.42412.0224
	46092	06/02/16	GERMICIDAL CLEANER	98.69		6460		D N	GENERAL SUPPLIES	101.42412.0229
				1,259.98	*CHECK	TOTAL				
			VENDOR TOTAL	1,259.98						
ENGINEERING NEWS-RECORD			001433							
	46093	06/02/16	ANNUAL SUBSCRIPTION	16.65		0018481663/16		D N	PREPAID EXPENSES	101.128000
	46093	06/02/16	ANNUAL SUBSCRIPTION	23.30		0018481663/16		D N	SUBSCRIPTIONS AN	101.43417.0443
				39.95	*CHECK	TOTAL				
			VENDOR TOTAL	39.95						
ERIC'S AVIATION SERVICES			002998							
	46094	06/02/16	ON SITE MGMT SERV-JUN	6,524.00		STMT/6-16		D N	PROFESSIONAL SER	230.43430.0446
ERICKSON/SCOTT			002176							
	46095	06/02/16	ARSON/FIRE INVEST. TRNG	52.71		104		D N	TRAVEL-CONF.-SCH	101.42411.0333
	46095	06/02/16	CELL PHONE & DNA TRNG	7.68		108		D N	TRAVEL-CONF.-SCH	101.42411.0333
				60.39	*CHECK	TOTAL				
			VENDOR TOTAL	60.39						
ETTERMAN ENTERPRISES			001567							
	46096	06/02/16	LT BULBS FOR BLDG	89.97		240313		D M 07	MTCE. OF STRUCTU	101.43425.0225
FARM-RITE EQUIPMENT			003002							
	46097	06/02/16	HYD. FITTINGS/FILTERS	133.51		P08211		D N	MTCE. OF EQUIPME	101.43425.0224
FASTENAL COMPANY			001188							
	46098	06/02/16	SUPPLIES	25.74		MNWIL143811		D N	GENERAL SUPPLIES	651.48484.0229
	46098	06/02/16	PIPE CPLNGS/NYLOCK NUTS	203.80		MNWIL144170		D N	MTCE. OF EQUIPME	101.43425.0224
				229.54	*CHECK	TOTAL				
			VENDOR TOTAL	229.54						
FELT/JAMES E			000993							
	46099	06/02/16	FUEL REIMBURSEMENT	64.23		105		D N	MOTOR FUELS AND	101.42411.0222
	46099	06/02/16	FBI LEEDS TRNG	15.72		105		D N	TRAVEL-CONF.-SCH	101.42411.0333
				79.95	*CHECK	TOTAL				
			VENDOR TOTAL	79.95						
FELT, POLICE CHIEF/JAMES			003171							
	46100	06/02/16	SOLD FORFEITURE VEHIC	18,207.00		051916		D N	OTHER SERVICES	101.41428.0339

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FERGUSON ENTERPRISES INC 000810										
46101 06/02/16 PLUMBING PARTS				249.18		3925904		D N	MTCE. OF STRUCTU	101.43425.0225
46101 06/02/16 IRRIGATION PARTS				20.62		3961715		D N	MTCE. OF OTHER I	101.43425.0226
				269.80						
			VENDOR TOTAL	269.80		*CHECK TOTAL				
FESTIVAL FILMS 003250										
46102 06/02/16 SHOW SUBSCRIPTION				1,900.00		6703		D N	SUBSCRIPTIONS AN	101.41409.0443
FINANCE AND COMMERCE 002809										
46103 06/02/16 AD FOR BIDS-ROOF REPL.				71.75		742753470		D N	ADVERTISING	101.45433.0447
FIVE-STAR PUMPING 000234										
46104 06/02/16 BIOSOLIDS LAND APPLIC.				3,410.60		3665		D N	OTHER SERVICES	651.48486.0339
FLOOR TO CEILING STORE 000274										
46105 06/02/16 INST. CARPET/COVE BASE				4,111.92		126370		D N	MTCE. OF OTHER I	101.45435.0226
46105 06/02/16 INST. CARPET/COVE BASE				1,716.00		126370		D N	MTCE. OF OTHER I	101.45435.0336
46105 06/02/16 INST. CARPET/COVE BASE				4,111.92		126370		M N	MTCE. OF STRUCTU	101.45435.0225
46105 06/02/16 CODING CORRECTION				4,111.92CR		126370		M N	MTCE. OF OTHER I	101.45435.0226
46105 06/02/16 INST. CARPET/COVE BASE				1,716.00		126370		M N	MTCE. OF STRUCTU	101.45435.0335
46105 06/02/16 CODING CORRECTION				1,716.00CR		126370		M N	MTCE. OF OTHER I	101.45435.0336
				5,827.92						
			VENDOR TOTAL	5,827.92		*CHECK TOTAL				
GEISELHART/SCOTT .02404										
46106 06/02/16 SUICIDE PREVENT. TRNG				300.00		106		D N	TRAVEL-CONF.-SCH	101.42412.0333
GENERAL MAILING SERVICES 000293										
46107 06/02/16 POSTAGE 04/25-04/29/16				3.42		30337		D N	POSTAGE	101.41400.0223
46107 06/02/16 POSTAGE 04/25-04/29/16				1.40		30337		D N	POSTAGE	101.41401.0223
46107 06/02/16 POSTAGE 04/25-04/29/16				45.60		30337		D N	POSTAGE	101.41402.0223
46107 06/02/16 POSTAGE 04/25-04/29/16				10.78		30337		D N	POSTAGE	101.41403.0223
46107 06/02/16 POSTAGE 04/25-04/29/16				38.76		30337		D N	POSTAGE	101.41404.0223
46107 06/02/16 POSTAGE 04/25-04/29/16				1.71		30337		D N	POSTAGE	101.41405.0223
46107 06/02/16 POSTAGE 04/25-04/29/16				15.00		30337		D N	POSTAGE	101.41408.0223
46107 06/02/16 POSTAGE 04/25-04/29/16				2.85		30337		D N	POSTAGE	101.42412.0223
46107 06/02/16 POSTAGE 04/25-04/29/16				2.29		30337		D N	POSTAGE	101.43417.0223
46107 06/02/16 POSTAGE 04/25-04/29/16				10.14		30337		D N	POSTAGE	101.43425.0223
46107 06/02/16 POSTAGE 04/25-04/29/16				0.57		30337		D N	POSTAGE	101.45432.0223
46107 06/02/16 POSTAGE 04/25-04/29/16				2.85		30337		D N	POSTAGE	101.45433.0223
46107 06/02/16 POSTAGE 04/25-04/29/16				5.70		30337		D N	POSTAGE	208.45005.0223
46107 06/02/16 POSTAGE 04/25-04/29/16				5.70		30337		D N	POSTAGE	230.43430.0223
46107 06/02/16 POSTAGE 04/25-04/29/16				64.98		30337		D N	POSTAGE	416.48451.0223
46107 06/02/16 POSTAGE 04/25-04/29/16				5.13		30337		D N	POSTAGE	651.48484.0223
46107 06/02/16 POSTAGE				51.64		30454		D N	POSTAGE	101.42411.0223
46107 06/02/16 POSTAGE 05/02-05/06/16				3.44		30479		D N	POSTAGE	101.41400.0223
46107 06/02/16 POSTAGE 05/02-05/06/16				2.28		30479		D N	POSTAGE	101.41401.0223
46107 06/02/16 POSTAGE 05/02-05/06/16				29.74		30479		D N	POSTAGE	101.41402.0223
46107 06/02/16 POSTAGE 05/02-05/06/16				55.55		30479		D N	POSTAGE	101.41403.0223

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GENERAL MAILING SERVICES			000293											
	46107	06/02/16	POSTAGE 05/02-05/06/16	1.71		30479		D	N				POSTAGE	101.41404.0223
	46107	06/02/16	POSTAGE 05/02-05/06/16	9.71		30479		D	N				POSTAGE	101.41405.0223
	46107	06/02/16	POSTAGE 05/02-05/06/16	15.00		30479		D	N				POSTAGE	101.41408.0223
	46107	06/02/16	POSTAGE 05/02-05/06/16	1.71		30479		D	N				POSTAGE	101.42411.0223
	46107	06/02/16	POSTAGE 05/02-05/06/16	1.14		30479		D	N				POSTAGE	101.43417.0223
	46107	06/02/16	POSTAGE 05/02-05/06/16	18.17		30479		D	N				POSTAGE	101.43425.0223
	46107	06/02/16	POSTAGE 05/02-05/06/16	1.61		30479		D	N				POSTAGE	101.45432.0223
	46107	06/02/16	POSTAGE 05/02-05/06/16	1.14		30479		D	N				POSTAGE	101.45433.0223
	46107	06/02/16	POSTAGE 05/02-05/06/16	10.52		30479		D	N				POSTAGE	230.43430.0223
	46107	06/02/16	POSTAGE 05/02-05/06/16	0.83		30479		D	N				POSTAGE	651.48484.0223
			VENDOR TOTAL	421.07		*CHECK TOTAL								
				421.07										
GRAINGER INC			000786											
	46108	06/02/16	SEALING COMPOUND	12.86		9120965935		D	N				GENERAL SUPPLIES	101.45433.0229
H & A MEDIA GROUP			002546											
	46109	06/02/16	LIVE, PLAY, AAA AD	397.00		0516LPAA30467		D	N				OTHER CHARGES	208.45010.0449
HANSEN ADVERTISING SPECI			000321											
	46110	06/02/16	MSAE EXPO PROMO ITEMS	1,405.22		35502		D	N				OTHER CHARGES	208.45008.0449
	46110	06/02/16	MSAE EXPO PROMO ITEMS	624.50		35503		D	N				OTHER CHARGES	208.45008.0449
			VENDOR TOTAL	2,029.72		*CHECK TOTAL								
				2,029.72										
HANSON/DIANNE			.01340											
	46111	06/02/16	CANCELLED SWIM LESSONS	150.00		060116		D	N				REFUNDS AND REIM	101.41428.0882
HAUG IMPLEMENT CO - JOHN			000324											
	46112	06/02/16	#112619-BATTERY	295.65		225760		D	N				MTCE. OF EQUIPME	101.43425.0224
	46112	06/02/16	FILTER SEALS/BATTERY	359.86		228215		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	655.51		*CHECK TOTAL								
				655.51										
HAUG-KUBOTA LLC			002609											
	46113	06/02/16	AIR FILTER FOR MOWER	47.09		7849		D	N				MTCE. OF EQUIPME	651.48484.0224
	46113	06/02/16	MOWER BLADE/FUEL FILTER	87.85		7889		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	134.94		*CHECK TOTAL								
				134.94										
HAWKINS INC			000325											
	46114	06/02/16	FERRIC CHLORIDE	4,657.27		3876789 RI		D	N				GENERAL SUPPLIES	651.48484.0229
HEARTLAND COMM ACTION AG			002347											
	46115	06/02/16	SIGN DEPOSIT REF 2016-13	100.00		2016-13		D	N				DEPOSITS-SIGN PE	101.230001
HEGLUND CATERING			002036											
	46116	06/02/16	MAYOR'S BIKE RIDE PICNIC	334.02		9272		D	N				ADVERTISING	208.45006.0447

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HEIMAN FIRE EQUIPMENT IN 000330	46117	06/02/16	TURNOUT GEAR	10,145.00		0846804		D N	SUBSISTENCE OF P	101.42412.0227
HERITAGE BANK 000001	242	05/18/16	UBS FHLB-3130A7ZP3	1,000,000.00		051916		M N	INVESTMENTS	101.109000
	243	05/26/16	WF FHLMC-3134G9GY7	2,000,000.00		052616		M N	INVESTMENTS	101.109000
			VENDOR TOTAL	3,000,000.00						
HERZOG/ZACHARY 002315	46118	06/02/16	DECISION MAKING TRNG	10.12		143		D N	TRAVEL-CONF.-SCH	101.42411.0333
HILLYARD FLOOR CARE SUPP 000333	46119	06/02/16	SCRUBBER MTCE-LABOR	139.00		700236568		D N	MTCE. OF EQUIPME	101.45433.0334
HOFFMAN FILTER SERVICE 000335	46120	06/02/16	FILTER RECYCLING	50.00		72801		D N	CLEANING AND WAS	101.43425.0338
HOLME/MICHAEL 002511	46121	06/02/16	FUEL REIMBURSEMENT	56.93		107		D N	MOTOR FUELS AND	101.42411.0222
	46121	06/02/16	GANG CONFERENCE	81.75		107		D N	TRAVEL-CONF.-SCH	101.42411.0333
			VENDOR TOTAL	138.68						
				138.68						
						*CHECK TOTAL				
HOUR MEDIA 002697	46122	06/02/16	AAA LIVING AD MAY/JUN	298.00		5-16-AAA1092		D N	ADVERTISING	208.45006.0447
	46122	06/02/16	AAA LIVING AD MAY/JUN	462.00		5-16-AAA1092		D N	OTHER CHARGES	208.45010.0449
			VENDOR TOTAL	760.00						
				760.00						
						*CHECK TOTAL				
IMAGE TREND INC 002910	46123	06/02/16	SOFTWARE SUPPORT	500.00		101425		D N	PROFESSIONAL SER	101.42412.0446
INDEPENDENT SCHOOL DIST 000348	46124	06/02/16	FEB CER	12,926.52		050316		D N	DUE TO SCHOOL -	101.223002
INSIDE THE TAPE .01771	46125	06/02/16	ERICKSON-SEMINAR REGIS.	295.00		051616		D N	TRAVEL-CONF.-SCH	101.42411.0333
INTERSTATE POWER SYSTEMS 001699	46126	06/02/16	REPL. FAN BLADES	614.36		1662366 RI		D N	MTCE. OF EQUIPME	651.48484.0224
	46126	06/02/16	EPOXIES-REPAIR IMPELLERS	528.04		1662884 RI		D N	MTCE. OF EQUIPME	651.48484.0224
	46126	06/02/16	RETURNED RWW PUMP PARTS	915.48CR		1663033 RI		D N	MTCE. OF EQUIPME	651.48484.0224
			VENDOR TOTAL	226.92						
				226.92						
						*CHECK TOTAL				
JOHNSON/TIM 000369	46127	06/02/16	AUCTIONEER COMMISSIONS	4,347.85		051816		D M 07	OTHER SERVICES	101.41428.0339

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KANDIYOHI CO ATTORNEY 001842	46128	06/02/16	SOLD FORFEITURE VEHICL	4,293.00		051916		D N	OTHER SERVICES	101.41428.0339
KANDIYOHI CO SHERIFF'S D 001507	46129	06/02/16	AUCTION PROCEEDS	180.00		052716		D N	OTHER SERVICES	101.41428.0339
KANDIYOHI CO TREASURER 000385	46130	06/02/16	#165719-LICENSE	40.75		053116		D N	LICENSES AND TAX	101.43425.0445
	46130	06/02/16	#165719-TAX	1,734.83		053116		D N	MACHINERY AND AU	450.43425.0553
			VENDOR TOTAL	1,775.58		*CHECK TOTAL				
KANDIYOHI CO-OP ELECTRIC 000375	46131	06/02/16	WELCOME TO WILLMAR SIGN	64.98		STMT/5-16		D N	UTILITIES	101.43425.0332
	46131	06/02/16	CO RD 23/HWY 71 BYPASS	133.00		STMT/5-16		D N	UTILITIES	101.43425.0332
	46131	06/02/16	ELEC SERV-LIFT STATIONS	903.00		STMT/5-16		D N	UTILITIES	651.48485.0332
	46131	06/02/16	ELEC SERV-SECURITY LIGHT	36.00		STMT/5-16		D N	UTILITIES	651.48486.0332
			VENDOR TOTAL	1,136.98		*CHECK TOTAL				
KING'S ELECTRIC LLC 003138	46132	06/02/16	INST. RECEPTACLES-PARTS	79.17		295		D M 07	MTCE. OF STRUCTU	101.45433.0225
	46132	06/02/16	INST. RECEPTACLES-LABOR	296.00		295		D M 07	MTCE. OF STRUCTU	101.45433.0335
	46132	06/02/16	ELEC WORK-PARK SHELTER	59.22		305		D M 07	MTCE. OF STRUCTU	101.43425.0225
	46132	06/02/16	ELEC WORK-PARK SHELTER	150.50		305		D M 07	MTCE. OF STRUCTU	101.43425.0335
			VENDOR TOTAL	584.89		*CHECK TOTAL				
LAKESIDE PRESS 001646	46133	06/02/16	AD DEVELOPMENT	10.00		6131		D N	OTHER CHARGES	208.45007.0449
LETG LLC 002844	46134	06/02/16	36 ROLLS THERMAL PAPER	274.28		66		D N	OFFICE SUPPLIES	101.42411.0220
LEUZE/STEFANIE .02400	46135	06/02/16	CANCELLED BASEBALL	45.00		060116		D N	REFUNDS AND REIM	101.41428.0882
LOCAL GOV'T INFORMATION 003226	46136	06/02/16	MONTHLY SUBSCRIPTION	1,525.00		41846		D N	SUBSCRIPTIONS AN	101.41409.0443
LUTHERAN SOCIAL SERVICE 003167	46137	06/02/16	MEALS-DINING PROMOTION	148.00		051116		D N	GENERAL SUPPLIES	101.45435.0229
LUTHERAN WOMEN'S .02409	46138	06/02/16	REF. RUN/WALK PERMIT FEE	30.00		052716		D N	REFUNDS AND REIM	101.41428.0882
MAC TOOLS DISTRIBUTOR 002021	46139	06/02/16	SMALL TOOLS	151.75		D 20159		D N	SMALL TOOLS	101.45433.0221

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MACQUEEN EQUIPMENT INC 000427	46140	06/02/16	#130012-HTR FAN/SWITCH	466.42		2163470		D	N				MTCE. OF EQUIPME	101.43425.0224
MADDEN, GALANTER, HANSEN 000429	46141	06/02/16	LABOR RELATIONS-APR	3,486.92		STMT/4-16		D	M	07			PROFESSIONAL SER	101.41406.0446
MADISON NATIONAL LIFE 002249	46142	06/02/16	LTD CORRECTION-APR	55.28CR		237		D	N				EMPLOYER INSUR.	101.41400.0114
	46142	06/02/16	LTD PREMIUM-APR	43.38		237		D	N				EMPLOYER INSUR.	101.41400.0114
	46142	06/02/16	LTD CORRECTION-APR	93.65CR		237		D	N				EMPLOYER INSUR.	101.41402.0114
	46142	06/02/16	LTD PREMIUM-APR	73.48		237		D	N				EMPLOYER INSUR.	101.41402.0114
	46142	06/02/16	LTD CORRECTION-APR	34.64CR		237		D	N				EMPLOYER INSUR.	101.41403.0114
	46142	06/02/16	LTD PREMIUM-APR	27.18		237		D	N				EMPLOYER INSUR.	101.41403.0114
	46142	06/02/16	LTD CORRECTION-APR	26.54CR		237		D	N				EMPLOYER INSUR.	101.41404.0114
	46142	06/02/16	LTD PREMIUM-APR	20.82		237		D	N				EMPLOYER INSUR.	101.41404.0114
	46142	06/02/16	LTD CORRECTION-APR	63.73CR		237		D	N				EMPLOYER INSUR.	101.41405.0114
	46142	06/02/16	LTD PREMIUM-APR	50.01		237		D	N				EMPLOYER INSUR.	101.41405.0114
	46142	06/02/16	LTD CORRECTION-APR	10.32CR		237		D	N				EMPLOYER INSUR.	101.41408.0114
	46142	06/02/16	LTD PREMIUM-APR	8.10		237		D	N				EMPLOYER INSUR.	101.41408.0114
	46142	06/02/16	LTD CORRECTION-APR	49.50CR		237		D	N				EMPLOYER INSUR.	101.41409.0114
	46142	06/02/16	LTD PREMIUM-APR	38.84		237		D	N				EMPLOYER INSUR.	101.41409.0114
	46142	06/02/16	LTD CORRECTION-APR	3.04CR		237		D	N				EMPLOYER INSUR.	101.41424.0114
	46142	06/02/16	LTD PREMIUM-APR	2.39		237		D	N				EMPLOYER INSUR.	101.41424.0114
	46142	06/02/16	LTD CORRECTION-APR	598.85CR		237		D	N				EMPLOYER INSUR.	101.42411.0114
	46142	06/02/16	LTD PREMIUM-APR	469.88		237		D	N				EMPLOYER INSUR.	101.42411.0114
	46142	06/02/16	LTD CORRECTION-APR	43.75CR		237		D	N				EMPLOYER INSUR.	101.42412.0114
	46142	06/02/16	LTD PREMIUM-APR	34.33		237		D	N				EMPLOYER INSUR.	101.42412.0114
	46142	06/02/16	LTD CORRECTION-APR	80.63CR		237		D	N				EMPLOYER INSUR.	101.43417.0114
	46142	06/02/16	LTD PREMIUM-APR	63.27		237		D	N				EMPLOYER INSUR.	101.43417.0114
	46142	06/02/16	LTD CORRECTION-APR	269.63CR		237		D	N				EMPLOYER INSUR.	101.43425.0114
	46142	06/02/16	LTD PREMIUM-APR	211.58		237		D	N				EMPLOYER INSUR.	101.43425.0114
	46142	06/02/16	LTD CORRECTION-APR	11.12CR		237		D	N				EMPLOYER INSUR.	101.45432.0114
	46142	06/02/16	LTD PREMIUM-APR	8.73		237		D	N				EMPLOYER INSUR.	101.45432.0114
	46142	06/02/16	LTD CORRECTION-APR	39.61CR		237		D	N				EMPLOYER INSUR.	101.45433.0114
	46142	06/02/16	LTD PREMIUM-APR	31.08		237		D	N				EMPLOYER INSUR.	101.45433.0114
	46142	06/02/16	LTD CORRECTION-APR	4.73CR		237		D	N				EMPLOYER INSUR.	101.45435.0114
	46142	06/02/16	LTD PREMIUM-APR	3.71		237		D	N				EMPLOYER INSUR.	101.45435.0114
	46142	06/02/16	LTD CORRECTION-APR	6.98CR		237		D	N				EMPLOYER INSUR.	101.45437.0114
	46142	06/02/16	LTD PREMIUM-APR	5.47		237		D	N				EMPLOYER INSUR.	101.45437.0114
	46142	06/02/16	LTD CORRECTION-APR	128.18CR		237		D	N				EMPLOYER INSUR.	651.48484.0114
	46142	06/02/16	LTD PREMIUM-APR	100.56		237		D	N				EMPLOYER INSUR.	651.48484.0114
	46142	06/02/16	LTD CORRECTION-APR	13.95CR		237		D	N				EMPLOYER INSUR.	651.48485.0114
	46142	06/02/16	LTD PREMIUM-APR	10.95		237		D	N				EMPLOYER INSUR.	651.48485.0114
	46142	06/02/16	LTD CORRECTION-APR	14.60CR		237		D	N				EMPLOYER INSUR.	651.48486.0114
	46142	06/02/16	LTD PREMIUM-APR	11.45		237		D	N				EMPLOYER INSUR.	651.48486.0114
	46142	06/02/16	LTD PREMIUM-MAY	43.38		238		D	N				EMPLOYER INSUR.	101.41400.0114
	46142	06/02/16	LTD PREMIUM-MAY	73.48		238		D	N				EMPLOYER INSUR.	101.41402.0114
	46142	06/02/16	LTD PREMIUM-MAY	27.18		238		D	N				EMPLOYER INSUR.	101.41403.0114
	46142	06/02/16	LTD PREMIUM-MAY	20.82		238		D	N				EMPLOYER INSUR.	101.41404.0114
	46142	06/02/16	LTD PREMIUM-MAY	50.34		238		D	N				EMPLOYER INSUR.	101.41405.0114

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MADISON NATIONAL LIFE				002249											
46142	06/02/16	LTD PREMIUM-MAY	8.10		238				D	N				EMPLOYER INSUR.	101.41408.0114
46142	06/02/16	LTD PREMIUM-MAY	39.11		238				D	N				EMPLOYER INSUR.	101.41409.0114
46142	06/02/16	LTD PREMIUM-MAY	2.39		238				D	N				EMPLOYER INSUR.	101.41424.0114
46142	06/02/16	LTD PREMIUM-MAY	470.28		238				D	N				EMPLOYER INSUR.	101.42411.0114
46142	06/02/16	LTD PREMIUM-MAY	34.33		238				D	N				EMPLOYER INSUR.	101.42412.0114
46142	06/02/16	LTD PREMIUM-MAY	63.62		238				D	N				EMPLOYER INSUR.	101.43417.0114
46142	06/02/16	LTD PREMIUM-MAY	211.93		238				D	N				EMPLOYER INSUR.	101.43425.0114
46142	06/02/16	LTD PREMIUM-MAY	8.73		238				D	N				EMPLOYER INSUR.	101.45432.0114
46142	06/02/16	LTD PREMIUM-MAY	31.39		238				D	N				EMPLOYER INSUR.	101.45433.0114
46142	06/02/16	LTD PREMIUM-MAY	3.71		238				D	N				EMPLOYER INSUR.	101.45435.0114
46142	06/02/16	LTD PREMIUM-MAY	5.47		238				D	N				EMPLOYER INSUR.	101.45437.0114
46142	06/02/16	LTD PREMIUM-MAY	92.34		238				D	N				EMPLOYER INSUR.	651.48484.0114
46142	06/02/16	LTD PREMIUM-MAY	10.95		238				D	N				EMPLOYER INSUR.	651.48485.0114
46142	06/02/16	LTD PREMIUM-MAY	11.45		238				D	N				EMPLOYER INSUR.	651.48486.0114
			875.48												
		VENDOR TOTAL	875.48												
MATHESON TRI-GAS INC				002898											
46143	06/02/16	WELDING GAS	68.80		13301603				D	N				GENERAL SUPPLIES	101.45433.0229
46143	06/02/16	MAT'L FOR HANDICAP RAMP	20.40		13398101				D	N				MTCE. OF EQUIPME	101.45433.0224
46143	06/02/16	WELDING HELMET	30.00		13398101				D	N				SUBSISTENCE OF P	101.45433.0227
			119.20												
		VENDOR TOTAL	119.20												
MAXIMUM SOLUTIONS INC				001201											
46144	06/02/16	SOFTWARE SUPPORT AGRMT	350.00		18646				D	N				PREPAID EXPENSES	101.128000
46144	06/02/16	SOFTWARE SUPPORT AGRMT	700.00		18646				D	N				MTCE. OF EQUIPME	101.45437.0334
			1,050.00												
		VENDOR TOTAL	1,050.00												
MENARDS				000449											
46145	06/02/16	PAINT FOR K-9 TRNG	1.96		2340				D	N				GENERAL SUPPLIES	101.42411.0229
46145	06/02/16	POULAN PRO MOWER	229.00		2760				D	N				SMALL TOOLS	101.45433.0221
46145	06														

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MENARDS			000449											
	46145	06/02/16	BATTERY PACK/WTRNG WAND	35.13		4449		D	N				SMALL TOOLS	101.45435.0221
	46145	06/02/16	WASHER FOR COMPRESSOR	3.98		4631		D	N				MTCE. OF EQUIPME	101.45433.0224
	46145	06/02/16	PAINTING SUPPLIES	42.51		4631		D	N				GENERAL SUPPLIES	101.45433.0229
	46145	06/02/16	FLOWERS/FERTILIZER	44.94		4719		D	N				GENERAL SUPPLIES	101.41408.0229
				920.86										
			VENDOR TOTAL	920.86		*CHECK TOTAL								
MID-MINNESOTA DEVELOPMEN			001878											
	46146	06/02/16	AUCTION PROCEEDS	285.75		053116		D	N				OTHER SERVICES	101.41428.0339
MIDWEST ASSISTED LIVING			.02406											
	46147	06/02/16	REFUND SHELTER DEPOSIT	50.00		052516		D	N				DEPOSITS	101.230000
MIDWEST TRAINING ASSOC.			.02407											
	46148	06/02/16	ROPE RESCUE TRAINING	375.00		16-33-0526		D	N				TRAVEL-CONF.-SCH	101.42412.0333
MIDWEST VISION CENTER			002210											
	46149	06/02/16	NELSON-SAFETY GLASSES	250.00		1072388		D	N				SUBSISTENCE OF P	101.43425.0227
MILLS AUTOMOTIVE GROUP			000432											
	46150	06/02/16	WHEEL BEARING	122.05		3612437		D	N				INVENTORIES-MDSE	101.125000
	46150	06/02/16	#160774-SEAT COVER	151.25		3619481		D	N				MTCE. OF EQUIPME	101.43425.0224
				273.30										
			VENDOR TOTAL	273.30		*CHECK TOTAL								
MINN WEST TECHNOLOGY CAM			002565											
	46151	06/02/16	1ST 1/2 TAX ABATEMENT	3,286.56		FT000863		D	N				REFUNDS AND REIM	101.41428.0882
MINNEAPOLIS FINANCE DEPA			000466											
	46152	06/02/16	AUTO PAWN TRANS FEE-APR	107.10		400451000144		D	N				PROFESSIONAL SER	101.42411.0446
MN DEPT OF HEALTH			000488											
	46153	06/02/16	STATE HOSPITALITY FEE	35.00		053116		D	N				SUBSCRIPTIONS AN	101.45433.0443
MN DEPT OF LABOR & INDUS			002857											
	46154	06/02/16	PRESSURE TANK CERTIF.	30.00		ABR0139626I		D	N				LICENSES AND TAX	101.43425.0445
MN DEPT OF REVENUE			000492											
	241	05/18/16	SALES TAX-APR	2,066.00		STMT/4-16		M	N				SALES TAX PAYABL	101.206000
	241	05/18/16	DIESEL FUEL TAX-APR	130.69		STMT/4-16		M	N				MOTOR FUELS AND	101.43425.0222
	241	05/18/16	DIESEL FUEL TAX-APR	58.27		STMT/4-16		M	N				MOTOR FUELS AND	651.48485.0222
				2,254.96										
			VENDOR TOTAL	2,254.96		*CHECK TOTAL								
MN PETROLEUM SERVICE			002167											
	46155	06/02/16	FUEL PUMP REPAIR-LABOR	561.50		116886		D	N				MTCE. OF OTHER I	101.43425.0336

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MN POLLUTION CONTROL AGE 001064	46156	06/02/16	NPDES PERMIT FEE	14,350.00		10000008583		D	N				LICENSES AND TAX	651.48484.0445
MN UNITED SNOWMOBILE ASS 001970	46157	06/02/16	ANNUAL MEMBERSHIP DUES	33.36		70867		D	N				PREPAID EXPENSES	208.128000
	46157	06/02/16	ANNUAL MEMBERSHIP DUES	66.64		70867		D	N				SUBSCRIPTIONS AN	208.45005.0443
				100.00										
			VENDOR TOTAL	100.00										
MOTOR SPORTS OF WILLMAR 000873	46158	06/02/16	2016 POLARIS UTV	13,550.89		99160340		D	N				MACHINERY AND AU	651.48484.0553
MSAE 000538	46159	06/02/16	VARPNES-MSAE EXPO REG.	140.00		200001943		D	N				OTHER CHARGES	208.45008.0449
MUNICIPAL UTILITIES 000541	46160	06/02/16	ADMIN FEE-MAY	1,500.00		192		D	N				PROFESSIONAL SER	651.48484.0446
	46160	06/02/16	UTILITIES FOR MAY	653.21		5/16		D	N				UTILITIES	101.42412.0332
	46160	06/02/16	UTILITIES FOR MAY	1,084.46		5/16		D	N				UTILITIES	101.43425.0332
	46160	06/02/16	UTILITIES FOR MAY	2,207.64		5/16		D	N				UTILITIES	230.43430.0332
	46160	06/02/16	UTILITIES FOR MAY	41,457.03		5/16		D	N				UTILITIES	651.48484.0332
	46160	06/02/16	UTILITIES FOR MAY	2,721.11		5/16		D	N				UTILITIES	651.48485.0332
				49,623.45										
			VENDOR TOTAL	49,623.45										
MVTL LABORATORIES INC 000544	46161	06/02/16	LAB TESTING	45.00		807380		D	N				PROFESSIONAL SER	651.48484.0446
	46161	06/02/16	BIO-SOLIDS TESTING	350.00		808735		D	N				PROFESSIONAL SER	651.48486.0446
	46161	06/02/16	LAB TESTING	45.00		809549		D	N				PROFESSIONAL SER	651.48484.0446
	46161	06/02/16	LAB TESTING	239.75		809696		D	N				PROFESSIONAL SER	651.48484.0446
	46161	06/02/16	LAB TESTING	604.00		810293		D	N				PROFESSIONAL SER	651.48484.0446
				1,283.75										
			VENDOR TOTAL	1,283.75										
MWOA 000545	46162	06/02/16	WERDER-SEMINAR REGIS.	125.00		051916		D	N				TRAVEL-CONF.-SCH	651.48484.0333
MY TURN PLAYSYSTEMS INC 003254	46163	06/02/16	ENGINEERED WOOD FIBER	18,655.00		1243		D	N				MTCE. OF OTHER I	101.43425.0226
NCL OF WISCONSIN INC 001627	46164	06/02/16	LAB SUPPLIES	330.31		372748		D	N				GENERAL SUPPLIES	651.48484.0229
NELSON AUTO CENTER 002398	46165	06/02/16	2016 FORD F350 XL 2WD	26,689.72		F6898		D	N				MACHINERY AND AU	450.43425.0553
NELSON INTERNATIONAL 000568	46166	06/02/16	#118382 REPAIR-PARTS	784.06		R101002504:02		D	N				MTCE. OF EQUIPME	101.43425.0224
	46166	06/02/16	#118382 REPAIR-LABOR	776.10		R101002504:02		D	N				MTCE. OF EQUIPME	101.43425.0334

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NELSON INTERNATIONAL			000568							
	46166	06/02/16	#022446 REPAIR-PARTS	1,356.26		R101002681:01		D N	MTCE. OF EQUIPME	101.42412.0224
	46166	06/02/16	#022446 REPAIR-LABOR	126.00		R101002681:01		D N	MTCE. OF EQUIPME	101.42412.0334
				3,042.42	*CHECK	TOTAL				
			VENDOR TOTAL	3,042.42						
NELSON/MARIE			.02255							
	46167	06/02/16	SIGN DEPOSIT REF 2016-12	100.00		2016-12		D N	DEPOSITS-SIGN PE	101.230001
NEWBERG/CURTIS			.02410							
	46168	06/02/16	REF. JUN-DEC RENT HG-7D	840.00		060116		D N	REFUNDS AND REIM	230.43430.0882
NEXTEL COMMUNICATION			000578							
	46169	06/02/16	CELL PHONE USAGE-APR	1,959.50		317498885-096		D N	COMMUNICATIONS	101.41409.0330
NIELSEN'S PLUMBING			001619							
	46170	06/02/16	OPENED BLOCKED SEWER	285.00		9656		D N	MTCE. OF OTHER I	101.43425.0336
NORTHERN BUSINESS PRODUC			002322							
	46171	06/02/16	CALCULATOR/DATE STAMP	211.94		25757-0		D N	SMALL TOOLS	101.41405.0221
	46171	06/02/16	OFFICE CHAIR	369.00		25763-0		D N	SMALL TOOLS	101.42412.0221
	46171	06/02/16	SIDE CHAIRS-CONF. RM 1	149.89		29260-0		D N	SMALL TOOLS	101.41408.0221
	46171	06/02/16	SIDE CHAIRS-CONF. RM 1	1,349.01		29946-0		D N	SMALL TOOLS	101.41408.0221
	46171	06/02/16	OFFICE SUPPLIES	4.79		30543-0		D N	OFFICE SUPPLIES	101.41410.0220
	46171	06/02/16	OFFICE SUPPLIES	13.27		31454-0		D N	OFFICE SUPPLIES	101.41410.0220
	46171	06/02/16	OFFICE SUPPLIES	40.47		33550-0		D N	OFFICE SUPPLIES	101.41410.0220
	46171	06/02/16	OFFICE SUPPLIES	23.18		39283-0		D N	OFFICE SUPPLIES	101.45433.0220
	46171	06/02/16	OFFICE SUPPLIES	87.34		44715-0		D N	OFFICE SUPPLIES	101.45433.0220
				2,248.89	*CHECK	TOTAL				
			VENDOR TOTAL	2,248.89						
O'REILLY AUTOMOTIVE INC			000650							
	46172	06/02/16	TRAILER HITCH	130.99		1528-415761		D N	INVENTORIES-MDSE	101.125000
	46172	06/02/16	L.S. TRUCK-ALTERNATOR	154.22		1528-419443		D N	MTCE. OF EQUIPME	651.48485.0224
	46172	06/02/16	BATTERY	104.18		1528-419548		D N	INVENTORIES-MDSE	101.125000
	46172	06/02/16	BATTERY CORE RETURN	18.00CR		1528-419561		D N	INVENTORIES-MDSE	101.125000
	46172	06/02/16	CRAYON-MARK AUCTION VEH.	1.00		1528-419718		D N	GENERAL SUPPLIES	101.42411.0229
				372.39	*CHECK	TOTAL				
			VENDOR TOTAL	372.39						
OFFICE SERVICES			000589							
	46173	06/02/16	OFFICE SUPPLIES-APRIL	5.32		STMT/4-16		D N	OFFICE SUPPLIES	101.41400.0220
	46173	06/02/16	OFFICE SUPPLIES-APRIL	4.80		STMT/4-16		D N	OFFICE SUPPLIES	101.41401.0220
	46173	06/02/16	OFFICE SUPPLIES-APRIL	79.75		STMT/4-16		D N	OFFICE SUPPLIES	101.41402.0220
	46173	06/02/16	OFFICE SUPPLIES-APRIL	8.42		STMT/4-16		D N	OFFICE SUPPLIES	101.41403.0220
	46173	06/02/16	OFFICE SUPPLIES-APRIL	9.19		STMT/4-16		D N	OFFICE SUPPLIES	101.41404.0220
	46173	06/02/16	OFFICE SUPPLIES-APRIL	9.86		STMT/4-16		D N	OFFICE SUPPLIES	101.41405.0220
	46173	06/02/16	OFFICE SUPPLIES-APRIL	9.80		STMT/4-16		D N	OFFICE SUPPLIES	101.41409.0220
	46173	06/02/16	OFFICE SUPPLIES-APRIL	34.45		STMT/4-16		D N	OFFICE SUPPLIES	101.41424.0220
	46173	06/02/16	OFFICE SUPPLIES-APRIL	2.20		STMT/4-16		D N	OFFICE SUPPLIES	101.42412.0220

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OFFICE SERVICES			000589							
	46173	06/02/16	OFFICE SUPPLIES-APRIL	0.22		STMT/4-16		D N	OFFICE SUPPLIES	101.43417.0220
	46173	06/02/16	OFFICE SUPPLIES-APRIL	72.77		STMT/4-16		D N	OFFICE SUPPLIES	101.43425.0220
	46173	06/02/16	OFFICE SUPPLIES-APRIL	0.22		STMT/4-16		D N	OFFICE SUPPLIES	101.45432.0220
				237.00						
			VENDOR TOTAL	237.00		*CHECK TOTAL				
PAPER & THREADS LLC			002895							
	46174	06/02/16	VINYL NAMES FOR BAGS	200.00		051216		D N	SUBSISTENCE OF P	101.42411.0337
	46174	06/02/16	T-SHIRTS W/LOGO	24.00		051216		D N	SUBSISTENCE OF P	101.42411.0337
	46174	06/02/16	EMBROIDERY-CSO PATCHES	20.00		052616		D N	SUBSISTENCE OF P	101.42411.0337
				244.00						
			VENDOR TOTAL	244.00		*CHECK TOTAL				
PETERSON SHOE STORE			000608							
	46175	06/02/16	NELSON-SAFETY BOOTS	169.99		173191		D N	SUBSISTENCE OF P	101.43425.0227
	46175	06/02/16	DAMHOF-SAFETY BOOTS	175.00		173824		D N	SUBSISTENCE OF P	101.43425.0227
				344.99						
			VENDOR TOTAL	344.99		*CHECK TOTAL				
PK SAFETY SUPPLY			003255							
	46176	06/02/16	3M MOLD RESPIRATOR KIT	116.00		288187		D N	SUBSISTENCE OF P	101.45427.0227
POST BOARD			002280							
	46177	06/02/16	POST LICENSE FEE	720.00		051916		D N	LICENSES AND TAX	101.42411.0445
PRINT MASTERS			000624							
	46178	06/02/16	VISITOR BAG MAPS	389.00		81465		D N	OTHER CHARGES	208.45008.0449
PRO ACTION			001782							
	46179	06/02/16	BEACONS	369.00		00020834		D N	INVENTORIES-MDSE	101.125000
PRO COLOR GRAPHICS			002719							
	46180	06/02/16	MAYOR'S BK RIDE-BANNERS	399.80		4338		D M 07	ADVERTISING	208.45006.0447
QUICK SIGNS			001093							
	46181	06/02/16	#160774-DECALS	105.00		172383		D N	MTCE. OF EQUIPME	101.43425.0224
RDJ SPECIALTIES INC			001789							
	46182	06/02/16	FIRE PREVENT. HANDOUTS	251.91		093725		D N	GENERAL SUPPLIES	101.42412.0229
REYES/MARIA			.01683							
	46183	06/02/16	REFUND SHELTER DEPOSIT	50.00		051616		D N	DEPOSITS	101.230000
RULE TIRE SHOP			000665							
	46184	06/02/16	TUBE FOR TIRES	40.48		1-13413		D N	GENERAL SUPPLIES	101.45433.0229
	46184	06/02/16	CREDIT-PD BY WLMR SCHLS	12.45CR		1-8749		D N	MOTOR FUELS AND	101.45432.0222
	46184	06/02/16	CREDIT-PD BY WLMR SCHLS	7.49CR		1-8749		D N	MTCE. OF EQUIPME	101.45432.0224
	46184	06/02/16	CREDIT-PD BY WLMR SCHLS	9.12CR		1-8749		D N	MTCE. OF EQUIPME	101.45432.0334
				11.42						
						*CHECK TOTAL				

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
RULE TIRE SHOP			000665							
			VENDOR TOTAL	11.42						
RUNNING'S SUPPLY INC			001418							
46185	06/02/16		PUMP FOR TANK	84.99		3922552		D N	SMALL TOOLS	101.45433.0221
46185	06/02/16		VALVE FOR TANKS	24.79		3922930		D N	SMALL TOOLS	101.45433.0221
46185	06/02/16		FITTING FOR EQUIPMENT	18.49		3927517		D N	MTCE. OF EQUIPME	101.45433.0224
46185	06/02/16		POLISH/RUBBING COMPOUND	13.48		3928388		D N	GENERAL SUPPLIES	101.43425.0229
46185	06/02/16		TIRE REPAIR-PARTS	14.99		3929376		D N	MTCE. OF EQUIPME	101.45433.0224
46185	06/02/16		REPL. JUMPER CABLE ENDS	25.98		3929376		D N	MTCE. OF EQUIPME	101.45433.0224
46185	06/02/16		2 SPACE HEATERS	39.98		3937691		D N	SMALL TOOLS	101.43425.0221
46185	06/02/16		DOG FOOD FOR AXEL	47.95		3942073		D N	GENERAL SUPPLIES	101.42411.0229
46185	06/02/16		GREASE GUN HOLDER	11.98		3945395		D N	SMALL TOOLS	651.48484.0221
46185	06/02/16		UTENSILS	24.98		3949790		D N	GENERAL SUPPLIES	651.48484.0229
				307.61						
			VENDOR TOTAL	307.61		*CHECK TOTAL				
SCOTT SWANSON'S EQUIPMEN			000683							
46186	06/02/16		WHITCO PRESSURE WASHER	6,372.00		40586		D N	FURNITURE AND EQ	450.43425.0552
SHERWIN WILLIAMS CO			000690							
46187	06/02/16		TRAFFIC PAINT	840.00		0201-7		D N	GENERAL SUPPLIES	101.43425.0229
46187	06/02/16		PAINTING TOOLS	350.00		0268-6		D N	SMALL TOOLS	101.43425.0221
46187	06/02/16		TRAFFIC PAINT	1,050.00		0268-6		D N	GENERAL SUPPLIES	101.43425.0229
46187	06/02/16		PAINT SPRAYER PARTS	36.00		4500-8		D N	MTCE. OF EQUIPME	101.43425.0224
46187	06/02/16		PAINT SCRAPERS	18.33		4510-7		D N	SMALL TOOLS	101.43425.0221
46187	06/02/16		TRAFFIC PAINT	210.00		5218-6		D N	GENERAL SUPPLIES	101.43425.0229
				2,504.33						
			VENDOR TOTAL	2,504.33		*CHECK TOTAL				
SIMPLEX GRINNELL			001411							
46188	06/02/16		SPRINKLER SYSTEM INSP.	453.40		78597788		D N	MTCE. OF STRUCTU	101.45433.0335
46188	06/02/16		EMERGENCY EXIT LT INSP.	272.83		78597788		D N	MTCE. OF STRUCTU	101.45433.0335
				726.23						
			VENDOR TOTAL	726.23		*CHECK TOTAL				
SOUTH 71 VETERINARY CLIN			000699							
46189	06/02/16		ANIMAL CARE SERVICE	190.59		2153293		D N	PROFESSIONAL SER	101.42411.0446
46189	06/02/16		ANIMAL CARE SERVICE	26.00		2153413		D N	PROFESSIONAL SER	101.42411.0446
46189	06/02/16		ANIMAL CARE SERVICE	14.08		2153512		D N	PROFESSIONAL SER	101.42411.0446
				230.67						
			VENDOR TOTAL	230.67		*CHECK TOTAL				
SRF CONSULTING GROUP INC			003049							
46190	06/02/16		RICE PARK IMPROVEMENTS	811.74		09240.00-1		D N	PROFESSIONAL SER	101.45432.0446
STACY'S NURSERY INC			000706							
46191	06/02/16		SHADE TREES	400.00		9145		D N	MTCE. OF OTHER I	101.43425.0226

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
STAR TRIBUNE			000710											
46192	06/02/16	13 WEEK SUBSCRIPTION		113.10		7986818/5-16		D	N				SUBSCRIPTIONS AN	101.41402.0443
STATEWIDE DISTRIBUTING I			000718											
46193	06/02/16	CONCESSION SUPPLIES		71.40		200634		D	N				GENERAL SUPPLIES	101.45433.0229
STEIN'S INC			000720											
46194	06/02/16	CLEANING SUPPLIES		54.20		755519		D	N				CLEANING AND WAS	101.42412.0228
STERLING WATER-MINNESOTA			000188											
46195	06/02/16	DRINKING WATER		22.50		00077131/4-16		D	N				SUBSISTENCE OF P	651.48484.0227
46195	06/02/16	SOFTENER SALT		8.95		00077131/4-16		D	N				GENERAL SUPPLIES	651.48484.0229
46195	06/02/16	SERVICE CALL-LABOR		120.00		00077131/4-16		D	N				MTCE. OF EQUIPME	651.48484.0334
46195	06/02/16	DRINKING WATER		34.00		00088997/4-16		D	N				SUBSISTENCE OF P	101.45427.0227
				185.45										
		VENDOR TOTAL		185.45		*CHECK TOTAL								
STREICHER'S			000722											
46196	06/02/16	AMMUNITION		943.66		I1208685		D	N				GENERAL SUPPLIES	101.42411.0229
46196	06/02/16	AMMUNITION		1,972.80		I1209010		D	N				GENERAL SUPPLIES	101.42411.0229
				2,916.46										
		VENDOR TOTAL		2,916.46		*CHECK TOTAL								
SURPLUS WAREHOUSE INC			000728											
46197	06/02/16	TRAILER PIN/CHAIN		7.88		719		D	N				MTCE. OF EQUIPME	651.48484.0224
TASC			002856											
46198	06/02/16	QTRLY FLEX ADMIN FEE		485.00		IN791308		D	N				REFUNDS AND REIM	101.41428.0882
TREVINO/LISA			.02411											
46199	06/02/16	REFUND SHELTER DEPOSIT		50.00		060116		D	N				DEPOSITS	101.230000
TWEDT/SOREN			.02298											
46200	06/02/16	ENTERTAINER-MOVIE IN PRK		25.00		083115		D	N				OTHER SERVICES	101.45432.0339
VANDER POL/BRENDA			003164											
46201	06/02/16	MAAO SEMINAR-MILEAGE		100.44		052516		D	N				TRAVEL-CONF.-SCH	101.41404.0333
VERIZON WIRELESS			002915											
46202	06/02/16	CELL PHONE		106.86		9765094356		D	N				SMALL TOOLS	101.41405.0221
46202	06/02/16	CELL PHONE USAGE-APR		291.36		9765094356		D	N				COMMUNICATIONS	101.41409.0330
				398.22										
		VENDOR TOTAL		398.22		*CHECK TOTAL								
VRUWINK		*PETTY CASH/PAM	003173											
46203	06/02/16	START UP CASH FOR DOAC		300.00		051816		D	N				PETTY CASH	101.102000
WAL-MART COMMUNITY			000789											
46204	06/02/16	COFFEE		22.03		042116		D	N				GENERAL SUPPLIES	651.48484.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WAL-MART COMMUNITY			000789											
	46204	06/02/16	CLEANING SUPPLIES	33.40		042716		D	N				CLEANING AND WAS	101.41408.0228
	46204	06/02/16	COFFEE/PLATES/FORKS	84.92		042716		D	N				GENERAL SUPPLIES	101.41408.0229
	46204	06/02/16	TIE DOWNS	33.87		042916		D	N				GENERAL SUPPLIES	651.48484.0229
	46204	06/02/16	COFFEE	27.72		042916		D	N				GENERAL SUPPLIES	651.48484.0229
	46204	06/02/16	COFFEE	39.70		050416		D	N				GENERAL SUPPLIES	101.42411.0229
	46204	06/02/16	FORKS/PLATES	5.62		050416		D	N				GENERAL SUPPLIES	101.42411.0229
	46204	06/02/16	BATTERIES	16.39		050416		D	N				GENERAL SUPPLIES	101.42411.0229
	46204	06/02/16	WATER FOR SWAT BUS	8.22		050816		D	N				GENERAL SUPPLIES	101.42411.0229
				271.87										
			VENDOR TOTAL	271.87		*CHECK TOTAL								
WALLACE/TIMOTHY			002971											
	46205	06/02/16	ARSON INVESTIGATOR TRNG	63.71		103		D	N				TRAVEL-CONF.-SCH	101.42411.0333
WATER CONSERVATION SERVI			003251											
	46206	06/02/16	LEAK LOCATE-BLA FLOOR	752.44		6785		D	N				MTCE. OF STRUCTU	101.45433.0335
WEST CENTRAL COMMUNICATI			000796											
	46207	06/02/16	#160774-INST. RADIO	116.72		081751S		D	N				MTCE. OF EQUIPME	101.43425.0224
	46207	06/02/16	#160774-INST. RADIO	123.00		081751S		D	N				MTCE. OF EQUIPME	101.43425.0334
				239.72										
			VENDOR TOTAL	239.72		*CHECK TOTAL								
WEST CENTRAL INDUSTRIES			000801											
	46208	06/02/16	LATH BUNDLES	97.00		00049673		D	N				GENERAL SUPPLIES	101.45435.0229
WEST CENTRAL SHREDDING			003252											
	46209	06/02/16	SHREDDING SERVICE	25.00		4430		D	N				PROFESSIONAL SER	101.41403.0446
WEST CENTRAL TRIBUNE			000807											
	46210	06/02/16	VEHICLE AUCTION AD	129.80		CL03076887		D	N				OTHER SERVICES	101.41428.0339
	46210	06/02/16	NOTICE-HRNG ON ASSMTS	278.10		CL03077221		D	N				ADVERTISING	416.48451.0447
	46210	06/02/16	AMENDED ZONING ORD.	61.80		CL03077344		D	N				PRINTING AND PUB	101.41402.0331
	46210	06/02/16	ORD-ABOLISH ASSESSING	64.89		CL03077346		D	N				ADVERTISING	101.41401.0447
	46210	06/02/16	ORD-ABOLISH ASSESSING	52.53		CL03077677		D	N				ADVERTISING	101.41401.0447
	46210	06/02/16	COUNCIL PROCEEDINGS PUB.	865.20		DI03198216		D	N				PRINTING AND PUB	101.41401.0331
	46210	06/02/16	ORDINANCE PUBLISHED	574.74		DI03198217		D	N				PRINTING AND PUB	101.41401.0331
	46210	06/02/16	SEX OFFENDER ORDINANCE	939.36		DI03198219		D	N				ADVERTISING	101.41401.0447
	46210	06/02/16	DISTRACTED DRIVING AD	41.80		36969/4-16		D	N				ADVERTISING	101.42411.0447
				3,008.22										
			VENDOR TOTAL	3,008.22		*CHECK TOTAL								
WESTMOR FLUID SOLUTIONS			003033											
	46211	06/02/16	FUEL PUMP REPAIR-PARTS	118.02		1204656 RI		D	N				MTCE. OF OTHER I	230.43430.0226
WILLMAR AUTO VALUE			002689											
	46212	06/02/16	DECAL STRIPPER	36.99		22174247		D	N				GENERAL SUPPLIES	651.48484.0229

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VENDOR NAME AND NUMBER		CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WILLMAR AUTO VALUE				002689											
46212	06/02/16		DECAL STRIPPER	14.99			22174374		D	N				GENERAL SUPPLIES	651.48484.0229
46212	06/02/16		#092117-SWITCH	3.99			22175704		D	N				MTCE. OF EQUIPME	101.43425.0224
46212	06/02/16		MINIATURE LAMP	2.67			22175743		D	N				MTCE. OF EQUIPME	651.48486.0224
46212	06/02/16		SHOP SUPPLIES	3.99			22176006		D	N				GENERAL SUPPLIES	651.48484.0229
				62.63											
			VENDOR TOTAL	62.63			*CHECK TOTAL								
WILLMAR CHAMBER OF COMME				000812											
46213	06/02/16		SPICER BANQUET MTG	13.92			CC STMT/4-16		D	N				TRAVEL-CONF.-SCH	208.45005.0333
46213	06/02/16		VOLUNTEER APPREC. LUNCH	46.51			CC STMT/4-16		D	N				TRAVEL-CONF.-SCH	208.45005.0333
46213	06/02/16		ADMIN ASSISTANT LUNCH	28.03			CC STMT/4-16		D	N				TRAVEL-CONF.-SCH	208.45005.0333
46213	06/02/16		MTG PLANNER THANK YOU	23.98			CC STMT/4-16		D	N				OTHER CHARGES	208.45008.0449
46213	06/02/16		LEISURE COMMITTEE MTG	36.22			CC STMT/4-16		D	N				OTHER CHARGES	208.45010.0449
46213	06/02/16		SPICER COMM. CLUB MTG	14.92			CC STMT/4-16		D	N				OTHER CHARGES	208.45010.0449
46213	06/02/16		SPICER STREET DANCE MTG	9.39			CC STMT/4-16		D	N				OTHER CHARGES	208.45010.0449
46213	06/02/16		POSTER DELIVERY	5.33			CC STMT/4-16		D	N				OTHER CHARGES	208.45010.0449
46213	06/02/16		FACEBOOK ADVERTISING	18.08			CC STMT/4-16		D	N				OTHER CHARGES	208.45010.0449
46213	06/02/16		LEISURE COMM. LUNCH	6.68			CC STMT/4-16		D	N				OTHER CHARGES	208.45010.0449
46213	06/02/16		WATER-BIKE OPEN HOUSE	7.96			CC STMT/4-16		D	N				OTHER CHARGES	208.45011.0449
46213	06/02/16		SUPPLIES-BIKE OPEN HOUSE	16.03			CC STMT/4-16		D	N				OTHER CHARGES	208.45011.0449
46213	06/02/16		ICE-BIKE OPEN HOUSE	3.98			CC STMT/4-16		D	N				OTHER CHARGES	208.45011.0449
				231.03											
			VENDOR TOTAL	231.03			*CHECK TOTAL								
WILLMAR PUBLIC SCHOOLS				000827											
46214	06/02/16		AUCTION PROCEEDS	2,549.70			051916		D	N				OTHER SERVICES	101.41428.0339
WINDSTREAM				002100											
46215	06/02/16		PHONE SERV-MAY	66.22			STMT/5-16		D	N				COMMUNICATIONS	101.45433.0330
WOLFE COMMUNICATIONS				003051											
46216	06/02/16		PAGER BELT CLIPS	66.30			8073		D	N				SMALL TOOLS	101.42412.0221
WOSMEK/JARED				000093											
46217	06/02/16		GANG CONFERENCE	58.52											

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				3,356,279.67						

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CITY OF WILLMAR
GL060S-V08.00 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	3,188,371.69
208	CONVENTION & VISITORS BUREAU	5,467.91
230	WILLMAR MUNICIPAL AIRPORT	9,705.88
414	S.A.B.F. - #2014	5,333.50
416	S.A.B.F. - #2016	343.08
432	C.P. - WASTE TREATMENT	12,054.93
438	C.P. - MISC. PROJECTS	1,103.04
450	CAPITAL IMPROVEMENT FUND	35,005.61
651	WASTE TREATMENT	97,152.34
811	TRUST & AGENCY	458.19
899	DONATION FUND (AGENCY)	1,283.50
TOTAL ALL FUNDS		3,356,279.67

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	3,356,279.67
TOTAL ALL BANKS		3,356,279.67

HUMAN RIGHTS COMMISSION

MINUTES

The Human Rights Commission met on Tuesday, April 19, 2016 at 5:00 p.m. in the Multi-Purpose Room at the Kandiyohi County Historical Society.

Members present were: Kristal Dahlager, Richard Engan, Jill Benson, Shelly Huseby, Abdirahman Abdi Hussein, Bashir Abdi, Barbara Little, Marlin Breems, Columba Ferdinand, Lynn Travaglio, Denis Anderson and Shawn Mueske. Also present were Shelby Lindrud, "West Central Tribune" Journalist and Janell Sommers, Recording Secretary. Absent were Abdala Abdulahi Mohamed and Richard Engan who were excused from the meeting.

Item No. 1 Call to Order

The meeting was called to order by Chair Kristal Dahlager at 5:00 p.m. A motion was made by Denis Anderson to approve the minutes of the March 15, 2016 meeting. Shawn Mueske seconded the motion, which carried.

Item No. 2 Public Comment

There were no comments from the public.

Item No. 3 Speaker - Rachel Wexelbaum

Rachel Wexelbaum, a member of the Human Rights Commission of the City of St. Cloud, was introduced as the guest speaker. Each member of the Commission introduced themselves and relayed their interest for being a member. Shawn Mueske gave the background of Willmar's Human Rights Commission noting its goal is to be a conduit to the City and that the Commission does not have the ability to make decisions, but to advocate, educate and inform individuals.

Ms. Wexelbaum introduced herself and relayed what avenues the St. Cloud Human Rights Commission uses to assist individuals stressing holding public forums and inviting people to report on conditions in the community. She stated the largest forum attended was on the issue of homelessness and the lack of appropriate housing with 90 people in attendance. In response they formed a subgroup to try and make sense and assist with informing them about Section 8 Housing. She informed the Commission that the St. Cloud Human Rights Commission also has a Facebook Page and Twitter which works well. She stressed attending events and having booths to promote and reach out to people at events.

The City of St. Cloud used to have a full-time staffed Regional Human Rights Commission office. The staffing for this office has now gone down to a Human Rights Investigator coming from the Twin Cities one day a month which results in the Police Department having to deal with some of these complaints. She indicated there is no money budgeted for the Human Rights Commission and commented several times on what an asset it is to have two members of the Council serving on Willmar's Commission. She indicated St. Cloud does not have an interpreter and are also not a decision-making body. She opined a Commission needs to decide on some policies and procedures to follow and suggested members make connections so things can be addressed on the local level. If all connections are exhausted and there is still a lack of access and equal opportunity, then going to the State Department of Human Rights, the Police Department, the School District or the City Council are good options.

Item No 4 Miscellaneous

Chair Dahlager directed the Commission to review the changes that were made to the Bylaws as these will be voted on at the next meeting which is planned for May 17, 2016 at 5:00 p.m.

A motion was made Denis Anderson, and seconded by Lynn Travaglio to adjourn. The motion carried and the meeting was adjourned at 6:10 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Janell Sommers". The signature is written in a cursive style with a large, stylized 'J' and 'S'.

Janell Sommers
Recording Secretary

**Willmar Lakes Area CVB Board Meeting
EBO Room of the CVB/Chamber
Tuesday, April 19, 2016 @ 12:00 Noon**

Members Present: Kevin Halliday, David Feist, Michelle Olson, Denny Baker, Roger Imdieke, Sue Steinert, Ken Warner, Dave Henle, Doug Kuehnast, Audrey Nelsen and Jim Butterfield

Members Excused: Janet Demuth and Donna Boonstra

Members Absent: Rob Baumgarn and Art Benson

Staff Present: Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Steinert called the meeting to order at 12:14pm.
 - a. **Additions or corrections to the agenda:** There were no additions or corrections.
- II. **Approve Minutes from the March 15, 2016 Meeting:** It was MSC (m/Kuehnast; s/Baker) to approve the minutes from the March 15, 2016 meeting.
- III. **Financial Report:** Halliday presented the financial report and reviewed the lodging tax revenues report. It was MSC (m/Imdieke, s/Henle) to approve the financial report as it was presented.
- IV. **Committee Reports & Requests:**
 - a. **Sports Committee:** Fischer said Willmar Bikes held an open house April 7th where we had a booth and handed out some flyers of upcoming events. We also brought the iSnap photo station there. Mayor's Bike Ride is May 20th with the picnic happening at Robbins Island this year. Fischer shared that Willmar hopes to find out by then if they receive the Bike Friendly Community designation and she continues to encourage businesses to become Bike Friendly Businesses. May 8th the St. Paul Saints vs. Fargo/Moorhead Redhawks play at Bill Taunton Stadium, the Memorial Day/Law Day 5K is May 28th, the Stingers home opener is May 31st and the Willmar Youth Baseball Tournament is the second weekend in June. She shared that certain sports groups are interested in redeveloping the Community Center with the local option sales tax money. The City of Willmar has approved the agreement with the Junior Hockey Team, but nothing has been finalized with the team. The Willmar Hockey Association has set their dates for the 2016/2017 tournaments. Fischer shared for Baumgarn that he has a new software system that helps people schedule ice online, they will have a new RO system in the arena and they will be replacing the roof. Also, he's working with a local promoter to bring music to the area.
 - b. **Special Events Committee:** Baker said the committee has granted \$2,000 to go to the Rockin Robbins events which are run by the Willmar Rotary and Willmar Lakes Rotary Clubs. We are asking that our logo be placed on four different levels of the sponsorship and we are waiting for a response. This year they have the Fabulous Armadillos on July 19th and Justin Ploof & the Throwbacks on August 16th. The committee felt that is was a good opportunity for Robbins Island and they hope that the events go well and continue to grow. They would like to eventually have something similar to the Summertime by George concerts in St. Cloud.
 - c. **Meetings & Conventions Committee:** Feist said the MSAE Expo is May 18th and they discussed some ideas for giveaways at the show. They also reviewed some conventions that

have been here recently including: MN Junior Holstein, Kiwanis Key Club and Gideons. All of which went very well. This coming weekend is Catholic Order of Foresters and MN Alliance of Local History Museums is the following week.

- d. **Visitor Guide Committee:** Steirert shared that they continue to distribute the guide, they talked about inserting the guide or a flyer of the guide into several southern MN newspapers and they continue to work on a new design for next year's guide.
- e. **Leisure Travel Committee:** Butterfield said they met at the Handle Bar in Atwater and had some delicious food. They expanded in January while also adding a stage for live music nights and they plan on having a street dance during Atwater Festival Days. They reviewed the sport shows, brainstormed ideas for promoting tourism week (May 1-7th) and reminded everyone to wear red on Tuesday, May 3rd. Some community updates included Earth Day Celebration this Saturday at Prairie Woods Environmental Learning Center, McKale's has been sold, May 5th is an artist reception for Gregory Harp and his Sacred Places project and the Willmar Area Arts Council is painting eight traffic signals in the Willmar area.
- f. **Executive Committee:** Steinert said the committee is recommending the 2017 Chair to be herself and the Vice-Chair to be Feist with him moving into the Chair position for 2018. It was MSC (m/Baker; s/Kuehnast) to approve the recommended 2017-2018 leadership roles.

V. Affiliated Partnership Updates/Reports:

- a. **Vision 2040 Update:** Warner said the marketing committee is working on making the website more user friendly, they will submit an application to start a 1 Million Cup and the second class of 2040 leadership graduation is May 5th. Goal 3 has been struggling to gain leadership and a focus since its inception. Recently Mike Negen, Veronica Collins and Chris Frank have been assigned co-chairs of Goal 3 with a focus of Robbins Island development. Their first project is a destination playground, which we'll hear more about in June. They hope to build it in June 2017. May 25th WeLead has their next program, which is "Women in Media" at MinnWest Technology Campus.
- b. **Spicer Commercial Club:** Olson said Lake Avenue construction starts in June. They will still have their 4th of July parade, but the route will be a bit different. Also, the street dance will be moved to the lot across from Zorbaz for this year. The Spicer Banquet is on May 6th at O'Neil's. Don Swenson will receive the life time achievement award, Sabrina Lere will receive the citizen of the year award and Twin Lake Services will be presented with the Business of the Year award.
- c. **Other:**

VI. Executive Director Report: Fischer distributed the report and reviewed some of the larger events that are coming up. Such as the Catholic Order of Foresters Convention, MN Alliance of Local History Museums Convention, Gold Wing Spring Ops Meeting, NARFE convention, Ninja Warriors and many more events. She has submitted ads to Midwest Meetings, MN Monthly, MN Theatre Guide, Chamber of Commerce's map, MN Getaways, Little Crow Ski Team publication, the Summer issue of MN Trails, Willmar Stingers and the Lakes Area Review. She has submitted bids for the 2018 NARFE Convention and the 2019 MECA Conference. She has assisted conventions such as the MN Junior Holstein, Kiwanis Key Club, Gideons, Catholic Order of Foresters and more. A complete copy of the Executive Director's Report is available upon request from the CVB office.

VII. Other Business:

- a. **Word Around the Community:**
 - i. **Kuehnast:** Kuehnast shared an article that was in the Wall Street Journal that talks about negative interest rates in Denmark and Sweden. He also stated that the housing business is very busy right now.

- ii. **Butterfield:** Kim Lindahl will be hosting an Emergency Management training session of all elected officials on June 2nd.
- iii. **Warner:** Warner shared that the new Director of Member Services person is Deb Zinda Hanson from Bremer Bank and she starts Monday, April 25th.
- iv. **Nelsen:** Nelsen asked everyone to bring forth some good projects for the local option sales tax.
- v. **Halliday:** Halliday shared that the gun range is done for the winter season as folks are shooting outdoors now. They will clean up the gun range and test the lead levels before opening back up in 4 months.
- vi. **Baker:** City of Spicer has a meeting tomorrow night about the local option sales tax with people. It will be a busy summer with challenges and opportunities and they will continue to be strong.

b. **Other:**

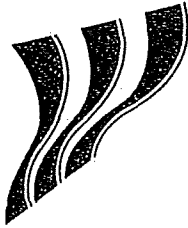
c. **Next Meeting Date:** May 17, 2016

VIII. **Adjournment:** Steinert adjourned the meeting at 12:51pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant

Willmar Lakes Area Convention & Visitors Bureau



City of Willmar
CONVENTION & VISITORS BUREAU
Balance Sheet as of April 30, 2016
(As of 05/03/16)

(2015 Not Yet Closed So Information Subject to Change)

Assets

Cash	\$ (10,095.12)
Petty Cash	50.00
Investments	233,488.30
Taxes Receivable	-
Accounts Receivable	-
Prepaid Expenses	13,684.74
Interest Receivable	122.76
Total Assets	\$ 237,250.68

Liabilities

Accounts Payable	\$ -
Due to General Fund	-
Due to Capital Improvements	-
Total Liabilities	-

Fund Balance

Restricted Fund Balance - Prepaid Expenses	12,766.43
Committed Fund Balance - CVB	31,193.62
Assigned Fund Balance - Petty Cash/CVB	50.00
Assigned Fund Balance - CVB	193,240.63
Total Fund Balance	237,250.68

Total Liabilities & Fund Balance **\$ 237,250.68**





City of Willmar
CONVENTION & VISITORS BUREAU
COMPARATIVE INCOME STATEMENT
For the Period Ended April 30, 2016
(As of 05/03/16)

(2015 Not Yet Closed So Information Subject to Change)

	<u>Budget</u>	<u>2016 Actual</u>	<u>2015 Actual</u>
Revenues			
Lodging Receipts	\$ 184,000.00	\$ 40,578.35	\$ 39,612.55
State Tourism Grant	7,000.00	4,235.00	-
Kandiyohi County	14,500.00	-	-
Kandiyohi Co. Tourism Phone Reim	1,000.00	-	-
Kandiyohi Co. Tourism Partnerhip	34,000.00	34,000.00	34,000.00
Advertising Sales	2,000.00	-	2,039.63 *
Miscellaneous	-	-	-
Interest Earnings	-	792.78 *	397.34 *
Market Value Increase (Decr)	-	3,179.77 *	3,535.90 *
Refunds & Reimbursements	-	1,790.77 *	2,324.73 *
Total Revenues	242,500.00	84,576.67	81,910.15
Expenditures			
Operating			
Full Time Exec Director Salary	91,000.00	20,090.32	20,278.50
Temporary Employee Salaries	-	-	-
Benefits and Taxes	19,000.00	5,295.00	5,370.87
Office Supplies/Copies	3,000.00	155.36	317.90
Small Tools	2,000.00	-	-
Postage	1,500.00	123.02	291.93
Mtce. of Equipment	1,000.00	-	-
Mtce. Of Structures	-	-	-
General Supplies	2,200.00	335.81	292.94
Telephone/Fax	5,000.00	3,068.47	2,854.83
Printing & Publishing	5,000.00	-	644.75
Travel/Lodging/Dues	6,000.00	1,380.22	1,298.55
Mtce. of Equipment	5,000.00	-	-
Other Services	-	267.90 *	239.64 *
Rents	8,000.00	1,879.83	1,879.83
Insurances & Bonds	460.00	460.00	460.00 *
Awards & Indemnities	250.00	53.52	-
Subscription/Membership	2,000.00	354.06	229.06
Professional Services	3,000.00	282.06	60.00
Advertising/Marketing	-	-	-
Other Charges	-	-	-
Contingency Fund	500.00	40.00	-
City Transfer (5%)	-	-	-
Transfer Out Capital Improvements	9,000.00	-	-
Refunds and Reimbursements	-	-	-
Market Value Adjustment	-	5.77 *	5.54 *
Tourism Expenses	40,000.00	14,475.96	13,770.03
Ad Development & Revisions	300.00	60.00	10.00
Conference & Convention	22,000.00	14,391.12	4,215.90
Group Tour Promotions	1,290.00	25.50	1,500.00
Leisure Travel	28,000.00	15,128.27	12,844.11
Fall/Winter Promotions	7,000.00	223.23	1,411.96
Spring/Summer Promotions	-	-	-
Special Projects	4,000.00	2,500.00	-
Strategic Marketing	4,000.00	-	-
Total Expenditures	270,500.00	80,595.42	67,976.34
Net Income (Loss)	(28,000.00)	3,981.25	13,933.81
Fund Balance January 1	233,269.43	233,269.43	187,847.83
Prior Period Adjustment	-	-	-
Fund Balance April 30	\$ 205,269.43	\$ 237,250.68	\$ 201,781.64

* Indicates Over Budget



Lodging Tax History

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
January	\$ 7,257.21	\$ 7,998.33	\$ 7,855.69	\$ 8,682.75	\$ 9,803.51	\$ 10,143.12	\$ 9,356.74	\$ 8,863.45	\$ 8,485.83	\$ 8,884.20	\$ 8,809.36	\$ 9,592.37	\$ 10,146.02	\$ 11,242.91	\$ 12,481.92	\$ 16,072.96
February	\$ 8,301.68	\$ 8,273.68	\$ 8,564.69	\$ 8,499.71	\$ 10,224.37	\$ 10,054.13	\$ 9,566.54	10,602.01	\$ 8,480.61	\$ 10,444.66	\$ 10,611.48	\$ 11,908.11	\$10,911.35	\$ 13,578.53	\$ 13,861.89	\$ 12,644.59
March	\$ 9,310.62	\$ 8,369.92	\$ 7,834.79	\$ 8,617.73	\$ 9,891.40	\$ 9,769.91	10,355.41	\$ 11,159.67	\$ 9,627.34	\$ 11,072.50	\$ 10,383.91	\$ 11,246.07	\$ 12,286.25	\$ 11,960.20	\$ 13,268.74	\$ 11,951.98
April	\$ 7,911.69	\$ 8,364.42	\$ 8,217.88	\$ 8,791.84	\$ 10,683.76	\$ 10,486.74	\$ 10,298.58	\$ 11,256.15	\$ 8,896.70	\$ 10,582.99	\$ 11,572.47	\$ 9,979.39	\$ 11,762.97	\$ 12,280.28	\$ 20,893.77	
May	\$ 9,234.55	\$ 10,054.26	\$ 9,078.07	\$ 9,523.49	\$ 11,180.11	\$ 11,916.43	\$ 12,498.33	\$ 11,400.34	\$ 9,590.19	\$ 10,405.48	\$ 12,184.92	\$ 13,372.89	\$ 13,011.30	\$ 13,953.56	\$ 27,168.41	
June	\$ 12,152.89	\$ 12,103.69	\$ 11,693.46	\$ 13,263.93	\$ 13,222.78	\$ 14,656.50	\$ 14,272.52	\$ 13,587.59	\$ 14,138.00	\$ 14,192.88	\$ 16,310.94	\$ 17,056.44	\$ 17,723.80	\$ 21,493.18	\$ 31,353.36	
July	\$ 13,656.84	\$ 13,956.28	\$ 14,304.97	\$ 16,313.57	\$ 16,679.03	\$ 17,455.49	\$ 17,601.37	\$ 18,627.95	17,670.65	\$ 18,118.86	\$ 21,102.74	\$ 19,419.80	\$ 20,870.17	\$ 23,504.27	\$ 31,335.96	
August	\$ 12,932.30	\$ 12,484.49	\$ 12,430.55	\$ 13,557.57	\$ 15,367.67	\$ 15,814.31	\$ 16,146.49	\$ 15,076.77	\$ 14,583.82	\$ 16,871.90	\$ 17,099.31	\$18,441.81	\$ 19,836.73	\$ 19,602.33	\$ 26,012.06	
September	\$ 8,815.63	\$ 8,761.79	\$ 9,282.67	\$ 11,132.73	\$ 11,735.70	\$ 13,352.34	\$ 12,661.74	\$ 12,474.13	\$ 12,845.44	\$ 12,965.58	\$ 14,485.25	\$ 16,027.03	\$ 16,596.08	\$ 15,996.62	\$ 19,337.47	
October	\$ 10,148.01	\$ 10,165.02	\$ 10,461.69	\$ 10,748.60	\$ 12,588.44	\$ 12,889.49	\$ 11,976.87	\$ 12,486.39	\$ 10,180.03	\$ 12,657.71	\$ 13,417.43	\$ 13,824.00	\$ 15,507.78	\$ 16,011.42	\$ 17,588.17	
			\$ 12,994.55	\$ 12,147.50				\$14,931.70*	\$15,814.85*	\$14,889.20*						
November	\$ 7,893.51	\$ 6,602.76	\$ 8,430.63	\$ 8,898.66	\$ 10,188.40	\$ 10,176.16	\$ 9,264.87	\$ 9,444.09	\$ 8,785.56	\$ 9,312.75	\$ 11,366.74	\$ 11,414.80	\$ 12,603.31	\$ 12,749.26	\$ 13,727.63	
		\$ 10,746.10			\$ 12,061.86	12,886.81*	13,780.05*				\$ 14,625.30	\$ 14,728.80	\$ 14,885.55	\$14,858.75	\$14,785.45	
December	\$ 8,725.40	\$ 7,875.14	\$ 8,583.87	\$ 8,521.55	\$ 10,286.25	\$ 9,985.78	9,345.52	\$ 8,748.64	\$ 6,998.74	\$ 9,662.25	\$10,045.27	\$ 10,378.89	\$ 11,250.37	\$ 12,489.86	\$ 13,694.93	
Total Lodging tax	\$ 116,340.33	\$ 125,755.88	\$ 129,733.51	\$ 138,699.63	\$ 153,913.28	\$ 149,046.17	\$ 157,316.91	\$ 149,764.53	\$ 138,486.75	\$ 145,171.76	\$ 161,969.85	\$ 177,390.40	\$ 187,391.68	\$ 199,721.17	\$ 255,509.76	\$ 40,669.53

*Kandiyohi County Camping Receipts

CVB Executive Director's Report – May 2016

- May 18: MSAE Expo
- May 20: Mayor's Bike Ride
- May 21: Cinco de Mayo Family Festival
- May 23 – 25: NARFE Convention
- May 28: Memorial Day / Law Day 5K
- June 10 – 12: Willmar Youth Baseball Tournament
- June 10 – 11: Kandi is Dandy Days
- June 11 – 12: Ninja Warriors
- June 14 – 19: Atwater Festival Days
- June 15 – 18: Vestlandslag—Valdres Samband Combined Stevne
- June 17: Movies in the Park - Pan
- June 17 – 18: Studio Hop
- June 19 – 22: Lutheran Women's Missionary League North District Convention
- June 22 – 26: Willmar Fests
- June 25: Foot Lake 4
- June 25 – August 7: Smithsonian *Water/Ways* Exhibit
- July 1- 4: Vietnam Traveling Wall Exhibit
- July 2 – 4: 4th of July in Spicer
- July 5 – 6: MN State Junior Boys Golf Championships
- July 8 -10: MN/ND Gold Wing Road Riders District Rally
- July 9 -10: Buckingham Blitz
- July 13-17: New London Water Days
- July 15 -16: South Goes North Music Festival
- July 19: Rockin Robbins – Fabulous Armadillos

Advertising:

- Submitted Summer Fun Tab ad.
- Submitted ad to the West Central Tribune for the Mayors Bike Ride.
- Submitted ad to the Lakes Area Review promoting the Mayors Bike Ride.
- Submitted Tourism Week press release to local media outlets.
- Continue to market the Willmar Lakes Area on social media outlets.

Proposals/Conference Assistance:

- Submitted bid to host the 2018 MN Taxidermy Convention. If awarded it would be held in April.
- Submitted bid to host the 2018 REAM Conference. If awarded it would be held in September.
- Submitted bid to host the 2020 District 1 Sons of Norway Convention.
- Submitted bid to host the 2017 MN Kindergarten Association Conference.
- Submitted bid to host the 2017 Women in Agriculture Conference.
- Submitted bid to host the 2018 & 2019 Kiwanis Key Club Convention.
- Provided a site visit to MECA (MN Erosion Control Association) as a follow-up to our bid for their conference. The site visit went well, and we have invited their board here in June.
- Assisted the Catholic Order of Foresters with their April Convention in Willmar. The CVB provided registration assistance, name badges, welcome bags, transportation and use of the iSnap photo station. The organizers were extremely pleased with the services and support from the CVB and the Willmar Conference Center.
- Assisted the MN Alliance of Local History Museums with a variety of details for their April Conference in Willmar. The CVB provided name badges, welcome bags and use of the iSnap

photo station. The organizer was very pleased with the services provided by the CVB and shared we set the bar high for future conferences.

- Set up room blocks at area hotels for the Buckingham Blitz Terrier Trials. They will be held in Raymond in July. We will also be providing name badges that will be used for dog numbers and welcome bags for their attendees.
- Met on multiple occasions with the MN/ND Gold Wing Road Riders Rally organizers to finalize details for their July Rally in the Willmar Lakes Area. We provided a site visit during their Spring Ops meeting for all attendees. I have finalized their motorcycle parade route, coordinated their police support and submitted their permit. They will be collecting donations for a local non-profit and I have coordinated the details for the donation presentation. The CVB will also be providing welcome bags and the iSnap photo station for the group, among several other items.
- Met with the Lutheran Women's Missionary League President and Registration Committee to discuss their June convention. The CVB is providing name badges, welcome bags, and registration assistance. We are also assisting with their walk and permit and requested a Mayoral welcome.
- Met with NARFE to finalize details for their May convention. The CVB will be providing name badges, welcome bags, meal tickets, a convention welcome and registration assistance.
- Working with the Combined Stevne to finalize details for their June Stevne. The CVB is providing name badges, registration assistance, welcome bags and the iSnap photo station.
- The CVB provided welcome bags for the Lets Go Fishing Leadership Conference held in Spicer.
- The CVB provided welcome bags for the Willmar Car Club Show.
- Continue to do prospecting and sales calls for future meetings and conventions business.

Misc:

- CVB assisted with name badges for the Spicer Appreciation Banquet.
- Attended the Spicer 4th of July Street Dance meeting, Spicer Parade and two Spicer Banquet meetings.
- Submitted a letter of support for the regional designation of Robbins Island Park.
- Continue to support biking projects/events in the Willmar Lakes Area. The CVB Bike Committee continues to meet regularly and is hosting the Mayors Bike Ride on May 20th. We continue to work with Willmar, Spicer and New London on the Bike Friendly Community designations and events.
- Continue to support Willmar Bikes activities including the BFC designation, signing, kiosks, bike rodeo, etc. and participate in the Kandiyohi County Bike and Ped Plan meetings.
- Assisting the Smithsonian Water/Ways exhibit with marketing components. We will administer their Facebook page for the event.
- Assisting the Cinco de Mayo Family Festival with marketing components i.e. posters, social media, etc.
- Participated in an educational webinar with MPI regarding the CMP designation.
- Participated in several other meetings including, but not limited to, Willmar Fests, Movies in the Park, Willmar Bike Alliance, Cinco de Mayo, Bike Rodeo, etc.

**COMMUNITY EDUCATION & RECREATION
JOINT POWERS BOARD
MAY 27, 2016**

Members Present: Dave Baumgart, Sally Calvin, Matt Dawson, Scott Guptill, Allen Huselid, Tim Johnson, Audrey Nelson, Pablo Obregon, Rachel Skretvedt, Darin Strand, Liz VanDerBill

Staff Present: Steve Brisendine, Rob Baumgarn, Casey Hagert, Kevin Halliday, Ryan Harper, Larry Kruse, Scott Ledebauer, Becky Sorenson, Pam Vruwink

Guests Present: Stewart Crosby, SRF Consulting Group; Richard & Ben from Engan Associates; Mike Gramm from Willmar Lakes Rotary

1. Chairman Darin Strand called the meeting to order.
2. Liquor Permit: Mike Gramm, with Willmar Lakes Rotary, presented the Rotary's request for a liquor permit for the Rocking Robbins' concerts, July 19 and August 16. He stated that he hoped the concerts at Robbins Island this summer would bring people and be a good promotion for the Island. Darin asked who will be serving the beer. Mr. Gramm responded that there will be training in how to serve, how to recognize if someone has had enough, etc. Wrist bands will be used and there will be a police presence during the event.

Scott Guptill asked if people can take the beer throughout the park. Kevin Halliday stated it has been the norm to have an orange fence to keep the beer drinkers in one area. Liz VanDerBill stated that she thought it would be good if we didn't have the fence if we are trying to make this a family friendly event. Rachel Skretvedt made a motion to allow Rocking Robbins' to have liquor sales at the concerts. Dave Baumgart seconded the motion. Motion carried.

3. Liquor Ordinance Revisions: City Clerk Kevin Halliday handed out copies of the Willmar Code portion concerning temporary licenses and talked about proposed changes. He stated that Section 3-173 Eligibility is a State code and cannot be changed. Section 3-5 (c) 1 can be amended to include social affairs (concert, private sector). Liz VanDerBill made a motion to include social affairs to (c) 1. Audrey Nelsen seconded the motion. Allen Huselid asked if we would be opening ourselves up to future problems. Kevin Halliday responded that it would be no different than now. Matt Dawson asked if the City Council would make the decision. Kevin Halliday said that if this Board passes the motion, it goes to the City Council who then asks the City Attorney to draft the proposed paperwork which would be presented at a public hearing. Audrey Nelsen asked if now would be the time to change the existing format so each group doesn't have to go through the process each time. After some discussion, the motion passed.

CER JOINT POWERS BOARD
MAY 27, 2016, PAGE 2

4. Kiwanis Peanut Fundraiser: Casey Hagert talked about the request CER had made to fund scholarships for many needy students. \$5,000 was granted upon successful completion of peanut sales. Staff will be contacting board members to assist them with the distribution of peanuts late this summer.

5. Rice Park Project: Stewart Crosby of SRF Consulting talked about the plans they have developed for Rice Park. He handed out drawings of the proposed plans. Richard Engan talked about the shelter. It is planned for approximately the same location as the current shelter. Plan 1 is a combination shelter (capacity of 30) with a three season section (capacity of 15) on the north side and attached restroom and service/storage area. Plan 2 is an open shelter with a separate restroom/storage building nearby.

Richard asked if a three season area is what the group wants. A decision has to be made about that because different footings would be needed for that space. Dave Baumgart asked if there was any cost difference if the storage/restroom area was separate or attached to the main shelter. Richard replied he did not think there would be much difference. Darin Strand asked what the cost difference would be to have an enclosed area. Richard replied that it would depend on what type of enclosed shelter (i.e. screen, glass). Rachel Skretvedt said, as a parent, she would prefer the restroom be attached to the shelter.

Audrey Nelsen feels we should go with a three season shelter, looking to the future. She felt we should try to accomplish as much of this project calls for in the park plan while staying within budget.

Pablo Obregon asked what the capacity of Rice Shelter is now. Scott Ledeboer said there are 4-6 picnic tables. Pablo stated he thinks the shelter needs to be bigger. Rachel Skretvedt asked about how much of the plaza area will be beyond the spray area. Stewart stated he would like to see as much plaza areas as possible to allow for many site lines and people to be around that part of the park.

Darin Strand asked Scott Ledeboer about maintenance. Scott stated he doesn't think it's a good idea to leave enclosed shelters unlocked due to vandalism concerns. He feels that maintenance costs would be similar to today's costs. Scott Guptill asked if an enclosed shelter would be more prone to vandalism than an open shelter. Scott Ledeboer agreed that was possible.

Stewart mentioned the direction of the shelter. Engan had moved it from a north/south to an east/west view which opens the shelter up to better viewing.

Darin Strand asked if the shelter can be built as an open shelter and changed to an enclosed shelter sometime in the future. Richard Engan said that is easier said than done. An enclosed shelter would need to have more frost features in the storage area. Adding electric heat in the storage area and restrooms has been talked about for use during those times when we get an unexpected cold spell so maintenance crew doesn't have to shut water down to avoid freezing pipes.

CER JOINT POWERS BOARD

MAY 27, 2016, PAGE 3

Darin Strand asked what the cost difference would be between an open and enclosed shelter. Richard Engan stated the difference would be \$100,000 or less. Stewart stated the plans were made with Rice Park being the focal point of the downtown area. He visualizes Rice as being a heavily used area and given this is the first project since the adoption of the park plan we want it to be a hallmark project.

Rachel Skretvedt asked if the enclosed part would be glass so you could see the splash pad. Richard stated glass, if used, would need to be windows that can be opened. Larry Kruse asked about the feasibility of reservations when so many would be in the park. Steve replied that only the enclosed section would be reserved. Allen Huselid thinks the capacity of 15 in the enclosed section is limiting.

Stewart asked for a vote on two points – one or two buildings and open or enclosed. The vote on one or two buildings was unanimously in favor of one building. The vote on open was 4 and 6 for the combination open & enclosed. Richard asked about restroom doors. Everyone agreed they should face south.

Pablo Obregon asked about tennis and horseshoe courts. Steve stated that, at present, we will leave them as is. Once we get Miller tennis courts build, then the tennis courts at Rice can be removed.

6. Executive Committee Meeting CIP discussion: 2017 Park Plan – proposed Miller Park projects – tennis courts, playground equipment; concession stand at North Swansson (hoping to complete for July tournament). \$100,000 is requested for playground equipment.

7. Other: Update on a group destination playground - \$800,000 at Robbins Island. Placement of the equipment was discussed. The group wants the playground equipment close to the highway for visibility. Those not in favor of the highway location think that, once it gets built, people will know where it is. Larry Kruse asked if we want to stick with the park plan or make changes.

Larry Kruse talked about the local option sales tax. The ideas for the revenue from the proposed sales tax would be the Civic Center – refrigeration upgrade; Swansson field – lighting upgrade, Community Center – new or upgrades to the existing building and Robbins Island upgrades. Mr. Kruse stated there are \$100 million plus of needs in the City. Sales tax option is one way to accelerate funding.

Matt Dawson stated that the Civic Center was built to be added onto. He thinks that a Community Center could be added to the Arena. He also feels that Community Ed & Rec could have their office there. He thinks the community center (senior center) is out of date and should be modernized to this day and age. He asked if there was anything Joint Powers Board can do to encourage the City Council to get behind some projects. Larry Kruse answered that everyone should complete the survey.

As there was no further business, Pablo Obregon made a motion to adjourn. Sally Calvin seconded. Motion carried.

Issued Dates: 5/1/2016 to 5/31/2016
 Report Name: Monthly External Permits Report
 Permit Type(s): Building, Mechanical, Plumbing

City of Willmar Monthly External Permits Report

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WI023611	5/31/2016	Rick Johnson 1109 Lake Ave NW	95-009-1300 Lot 0, Block 134 Second Addition	Reroofing Residential Add/Alter	Residential Roof	\$500.00	\$30.25
WI023625	5/12/2016	Abdulcadin Abucar Gael 411 Litchfield Ave SW	95-003-4970 Lot 0, Block 43 Original City	Plumbing Commercial Plumbing	Plumbing For Food Prep Room	\$0.00	\$91.00
WI024005	5/31/2016	Roggenbuck/Bernard & Elsie 804 17th St SE	95-843-0760 Block 7 Welshire Addition	Reroofing Residential Add/Alter	Residential Reroof	\$3,000.00	\$31.50
WI024006	5/31/2016	Cela-James Investments Llc 714 7th St SW	95-006-3340 Lot 4, Block 80 First Addition	Single Family Replace	Residential Water Heater	\$0.00	\$26.00
WI024008	5/16/2016	Viewpoint 82 Resources, Llc 609 4th St SE	95-740-1630 Block 11 Spicer's Addition	Alteration Residential Add/Alter	Residential Remodel	\$3,960.00	\$124.13
WI024026	5/10/2016	Wog/Jason M & Karlene A 1124 Becker Ave SE	95-500-0060 Marlow's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$4,000.00	\$32.00
WI024040	5/2/2016	Cornelius Family Land Trust & 2520 1st St S	95-922-7815	Commercial/Ind New	HVAC for new commercial bldg.	\$45,800.00	\$480.90
WI024041	5/2/2016	Cornelius Family Land Trust & 2520 1st St S	95-922-7815	Commercial/Ind New	Plmg. for new commercial bldg.	\$0.00	\$141.00
WI024058	5/5/2016	Lemke/Paul A & Sandra L 1501 14th Ave NE	95-911-0300	Alteration Residential Add/Alter	Repair bsmt. fire damage	\$17,000.00	\$358.15
WI024059	5/4/2016	Ind. School Dist. #347 209 Willmar Ave SE	95-914-1600	New Churches/Schools	Construct new classrooms/ fire sprinkler/int. remodel	\$5,449,017.00	\$42,983.52
WI024066	5/6/2016	Raasch/Eric & Robin 120 30th St NW	95-503-0020 Lot 2, Block 1 Mckenzie Estates	Reroofing Residential Add/Alter	Residential Reroof	\$10,000.00	\$35.00
WI024071	5/3/2016	Sunrise Village 901 Willmar Ave SE	95-055-2000 Lot 2, Block 1 Bethesda Nursing Home Add	Fire Suppression System Commercial New	Install 8 Denlar fire suppression hoods	\$3,689.00	\$145.80

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WI024076	5/3/2016	Gibson/Adam & Holly	95-148-1140 101 34th Ave NE Eagles Landing	Garage Garage/Shed	construct 572 sf attached garage addn.	\$22,056.00	\$465.68
WI024078	5/10/2016	My Other Half's LLC / Ceinwen Roberts	95-868-0820 Lot 1, Block 3 Westwind Estates	New New Single-Family Dwelling	New home and garage	\$239,266.00	\$2,341.78
WI024080	5/10/2016	My Other Half's LLC / Ceinwen Roberts	95-868-0820 Lot 1, Block 3 Westwind Estates	Single Family New	Residential Plumbing - New home and garage	\$0.00	\$156.00
WI024082	5/12/2016	Hedlof/Adam H	95-780-0260 Block 2 Sunnyside	Garage Garage/Shed	Construct 24' x 24' det. garage	\$22,211.00	\$465.76
WI024083	5/10/2016	My Other Half's LLC / Ceinwen Roberts	95-868-0820 Lot 1, Block 3 Westwind Estates	Single Family New	Residential HVAC - New home and garage	\$239,266.00	\$120.63
WI024084	5/2/2016	My Other Half's LLC / Ceinwen Roberts	95-833-0800 Lot 20, Block 5 Valley Brook Estates	New New Single-Family Dwelling	New home and garage	\$248,536.00	\$2,409.42
WI024085	5/6/2016	My Other Half's LLC / Ceinwen Roberts	95-833-0800 Lot 20, Block 5 Valley Brook Estates	Single Family New	Residential Plumbing - New home and garage	\$0.00	\$156.00
WI024086	5/6/2016	My Other Half's LLC / Ceinwen Roberts	95-833-0800 Lot 20, Block 5 Valley Brook Estates	Single Family New	Residential HVAC - New home and garage	\$248,536.00	\$125.27
WI024091	5/3/2016	Terry Qvam	95-443-0440 Lot 5, Block 1 Lake North	New New Single-Family Dwelling	New Home and Garage	\$193,158.00	\$1,996.73
WI024092	5/3/2016	Terry Qvam	95-443-0440 Lot 5, Block 1 Lake North	Single Family New	Residential Plumbing - New Home and Garage	\$0.00	\$170.00
WI024093	5/3/2016	Terry Qvam	95-443-0440 Lot 5, Block 1 Lake North	Single Family New	Residential HVAC - New Home and Garage	\$193,158.00	\$101.00
WI024094	5/5/2016	Parker/Dianne B & Grant H	95-670-0945 Block 5 Pleasant View Addition	Deck Residential Add/Alter	Construct deck 12' x 15' w/stairs	\$10,000.00	\$232.15

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WI024095	5/5/2016	Meyering/Karen S	95-715-0180 2109 21st Ave SW Southgate Addition	Siding Residential Add/Alter	Residential Reside	\$2,800.00	\$106.05
WI024097	5/3/2016	Kemnitz/Sandra E&Donald W	95-885-1080 Lot 3, Block 2 1901 22nd Ave SW Yorktown Estates	Alteration Residential Add/Alter	Enclose two exterior patio walls	\$5,100.00	\$159.70
WI024099	5/5/2016	Curtis-Alvarado/Kimberly K	95-330-0410 Block 3 336 Terrace Dr SW Hillside Terrace	Reroofing Residential Add/Alter	Residential Reroof	\$6,500.00	\$33.25
WI024100	5/9/2016	Stark/Michael A & Marlene A	95-715-0420 Lot 2, Block 4 2200 22nd St SW Southgate Addition	Reroofing Residential Add/Alter	Residential Reroof	\$7,500.00	\$33.75
WI024101	5/3/2016	Gazy/Karen M	95-006-0210 Lot 7, Block 58 524 9th St SW First Addition To The Town Of Willmar	Single Family Replace	A/C Replacement	\$0.00	\$26.00
WI024102	5/5/2016	Norbie/Mark D & Barbara	95-510-0390 Lot 17, Block 3 1305 18th St SW Molenaar's Addition	Single Family New	A/C Replacement	\$0.00	\$26.00
WI024103	5/5/2016	Klaue/Wallis & Arlyce	95-320-0110 Block 2 402 Highland Rd SW Highland Place In The City Of Willmar	Reroofing Residential Add/Alter	Residential Reroof / garage only	\$700.00	\$30.35
WI024104	5/3/2016	Adams/Rondi M	95-686-0180 Lot 12, Block 1 2710 9th St SW Prairie View Estates	Reroofing Residential Add/Alter	Residential Reroof	\$5,800.00	\$32.90
WI024105	5/6/2016	Loso/Charles L & Myrna	95-206-0010 Lot 1, Block 1 1801 7th St SW Evans Addition	New New Single-Family Dwelling	New home and garage	\$259,425.00	\$2,491.86
WI024106	5/6/2016	Loso/Charles L & Myrna	95-206-0010 Lot 1, Block 1 1801 7th St SW Evans Addition	Single Family New	Residential Plumbing - New Home and garage	\$0.00	\$170.00
WI024107	5/6/2016	Loso/Charles L & Myrna	95-206-0010 Lot 1, Block 1 1801 7th St SW Evans Addition	Single Family New	Residential HVAC - New Home and Garage	\$259,425.00	\$130.71

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WI024108	5/20/2016	Anderson/James S & Gale E 821 6th St SW	95-090-0490 Booth`s Addition To Willmar	Deck Residential Add/Alter	Residential Deck	\$3,000.00	\$106.15
WI024109	5/6/2016	Loy/Steven R & Faye M 709 25th Ave SW	95-682-0420 Lot 2, Block 4 Portland Acres 2nd Addition	Reroofing Residential Add/Alter	Residential Reroof	\$2,200.00	\$31.10
WI024110	5/10/2016	Westlie/Tyrone D/& Susan K 800 16th St SW	95-550-0010 Lot 1 Newberg`s Subd.	Reroofing Residential Add/Alter	Residential Reroof	\$3,000.00	\$31.50
WI024111	5/17/2016	Anderson/Jonathan M/&J Karsten 601 Oak Lane NW	95-300-0140 Lot 14 Harris Subd. Of Seminary	Reroofing Residential Add/Alter	Residential Reroof	\$4,000.00	\$32.00
WI024112	5/6/2016	Krogsrud/James M & Donna K 905 Pleasant View Dr SE	95-671-0390 Lot 9, Block 3 Pleasant View Second Addition	Deck Residential Add/Alter	Residential Deck	\$7,200.00	\$195.75
WI024113	5/10/2016	Terry Qvam 345 15th Ave NW	95-443-0400 Lot 1&2, Block 1 Lake North	Garage Garage/Shed	New Residential Detached Garage	\$40,102.00	\$711.30
WI024114	5/23/2016	KLC of Willmar Inc. 2423 2nd Ave SE	95-121-4070 Lot 8, Block 1 Cambridge Addition	New New Single-Family Dwelling	New Home and Garage	\$160,230.00	\$1,749.27
WI024115	5/10/2016	Willmar Redevelopment Co. LLC 1400 Lakeland Dr NE 209	95-980-7510	Mobil Home Transport Mobile Home In/Out	Move in 2016, 16' x 76', Friendship MH # MN1650035A	\$0.00	\$75.00
WI024116	5/10/2016	Willmar Redevelopment Co. LLC 1400 Lakeland Dr NE 211	95-980-7510 Lot 211	Mobil Home Transport Mobile Home In/Out	Move in 2016, 16' x 80', friendship MH, #my1637289	\$0.00	\$75.00
WI024117	5/23/2016	KLC of Willmar Inc. 2423 2nd Ave SE	95-121-4070 Lot 8, Block 1 Cambridge Addition	Single Family New	Residential Plumbing - New Home and Garage	\$0.00	\$149.00
WI024118	5/23/2016	KLC of Willmar Inc. 2423 2nd Ave SE	95-121-4070 Lot 8, Block 1 Cambridge Addition	Single Family New	Residential HVAC - New Home and Garage	\$160,230.00	\$101.00

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WI024120	5/10/2016	Terry Qvam 345 15th Ave NW	95-443-0400 Lot 1, Block 1 Lake North	Residential Garage New	Residential HVAC - New Detached Garage	\$40,102.00	\$101.00
WI024123	5/17/2016	Peters/Cary Steven 1117 Ramblewood Ave SW	95-690-1640 Lot 14, Block 8 Ramblewood Addition	Reroofing Residential Add/Alter	Residential Reroof	\$1,000.00	\$30.50
WI024124	5/10/2016	Villagran/Areli 2304 22nd Ave SW	95-715-0280 Lot 18, Block 2 Southgate Addition	Reroofing Residential Add/Alter	Residential Reroof	\$1,900.00	\$30.95
WI024125	5/10/2016	Willmar Redevelopment Co. LLC 1400 Lakeland Dr NE #92	98-980-6320 Lot 92	Mobil Home Transport Mobile Home In/Out	move in 2016, 16' x 76', friendship MH, #tbd	\$0.00	\$75.00
WI024126	5/10/2016	Willmar Redevelopment, LLC 1400 Lakeland Dr NE 94		Mobil Home Transport Mobile Home In/Out	Move in 2016, 16' x 76', friendship MH, #MY16 37265	\$0.00	\$75.00
WI024127	5/23/2016	KLC of Willmar Inc. 204 25th St SE	95-121-4010 Lot 2, Block 1 Cambridge Addition	New New Single-Family Dwelling	New Home and Garage	\$144,713.00	\$1,629.51
WI024128	5/16/2016	Johnson/Rebecca J 1509 7 1/2 St SW	95-664-0530 Block 4 Perkins 4th Addition	Reroofing Residential Add/Alter	Residential Reroof	\$2,700.00	\$31.35
WI024129	5/23/2016	KLC of Willmar Inc. 204 25th St SE	95-121-4010 Lot 2, Block 1 Cambridge Addition	Single Family New	Residential Plumbing - New Home and Garage	\$0.00	\$149.00
WI024130	5/23/2016	KLC of Willmar Inc. 204 25th St SE	95-121-4010 Lot 2, Block 1 Cambridge Addition	Single Family New	Residential HVAC - New Home and Garage	\$144,713.00	\$101.00
WI024131	5/16/2016	Flowe/Kenneth M 3413 Eagle Ridge Dr E	95-148-0130 Lot 13, Block 1 Eagles Landing	Single Family Replace	Gas Furnace Replacement	\$0.00	\$31.00
WI024132	5/17/2016	Tjaden/Charlotte 923 Hill Road SW	95-600-0320 Lot 2, Block 3 Orchard Hill, Nursery Add	Single Family Replace	Gas Furnace & A/C Replacement	\$0.00	\$56.00
WI024133	5/24/2016	KLC of Willmar Inc. 208 25th St SE	95-121-4000 Lot 1, Block 1 Cambridge Addition	New New Single-Family Dwelling	New Home and Garage	\$144,713.00	\$1,462.67

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WI024134	5/16/2016	Schmitt Family Real Estate Llc 202 19th Ave SE	95-705-2000 Lot 1, Block 1 Schmitt Addition	Alteration Commercial Add/Alter	Interior Remodel	\$117,000.00 \$1,662.71
WI024135	5/12/2016	Imme/Norman R 2708 9th St SW	95-686-0170 Lot 11, Block 1 Prairie View Estates	Reroofing Residential Add/Alter	Residential Reroof	\$5,000.00 \$32.50
WI024136	5/24/2016	KLC of Willmar Inc. 208 25th St SE	95-121-4000 Lot 1, Block 1 Cambridge Addition	Single Family New	Residential Plumbing - New Home and Garage	\$0.00 \$149.00
WI024137	5/24/2016	KLC of willmar Inc. 208 25th St SE	95-121-4000 Lot 1, Block 1 Cambridge Addition	Single Family New	Residential HVAC - New Home and Garage	\$144,713.00 \$101.00
WI024144	5/10/2016	Lattimer/Donald & Dianne 625 17th St SW	95-040-0490 Lot 10, Block 5 Barnstad's Addition To The City Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$3,500.00 \$31.75
WI024147	5/10/2016	Gaal/Abdulcadir Abucar/& 411 Litchfield Ave SW	95-003-4970 Block 43 Willmar, Town Of (Original)	Commercial/Ind Tenant Finish	Plumbing for bsmt butcher shop	\$0.00 \$91.00
WI024149	5/10/2016	His Property Group Llc 610 Litchfield Ave SE	95-220-0440 Block 4 Ferring's Addition	Commercial/Ind Tenant Finish	Plumbing for new restaurant	\$0.00 \$91.00
WI024153	5/11/2016	Willmar Forklift Inc 2421 Oxford Dr SE	95-468-0140 Lot 5, Block 2 Landmark Business Park	Commercial/Ind New	Plumbing for new building	\$0.00 \$141.00
WI024154	5/16/2016	Price/Craig L & Sheryl L 2309 24th St SW	95-715-1520 Lot 2, Block 3 Southgate Addition	Addition Residential Add/Alter	Construct 5' x 14' entery addn	\$15,000.00 \$322.15
WI024155	5/11/2016	Erickson/Heather 721 Augusta Ave SE	95-660-0060 Lot 6, Block 1 Perkins 1st Addition	Reroofing Residential Add/Alter	Residential Reroof / Front half only	\$900.00 \$30.45
WI024156	5/16/2016	Pockrus/Tabitha K 1001 12th St SE	95-665-0710 Lot 1, Block 4 Perkins 5th Addition	Reroofing Residential Add/Alter	Residential Reroof	\$2,000.00 \$31.00

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WI024157	5/12/2016	Jennie-O Turkey Store Inc 2505 Willmar Ave SW	95-921-5860 New Commercial New	Construct 24' x 80' Pre-engineered steel truck wash facility	\$98,074.00	\$1,502.69
WI024158	5/17/2016	Jennie-O Turkey Store Inc 2505 Willmar Ave SW	95-921-5860 Commercial/Ind New	Install sand receptor in truck wash	\$0.00	\$91.00
WI024166	5/17/2016	Isaacson/Ronnie A & Robin M 605 26th Ave SW	95-683-0480 Block 4 Portland Acres 3rd Addition	Siding Residential Add/Alter	\$2,000.00	\$51.00
WI024167	5/13/2016	JN Management, Llc 148 25th St SE	95-165-0070 Lot 7, Block 1 Eastgate Addition	Alteration Commercial Add/Alter	\$3,000.00	\$124.84
WI024168	5/16/2016	Pederson/Daryl W & Cathy 720 7th St SW	95-006-3360 Lot 6, Block 80 First Addition To The Town Of Willmar	Alteration Residential Add/Alter	\$3,000.00	\$124.84
WI024169	5/16/2016	Fernholz/Guy/Et Al (2) 908 16th St SW	95-550-0050 Newberg's Subd.	Reroofing Residential Add/Alter	\$3,200.00	\$31.60
WI024170	5/16/2016	Kraemer/Roy J & Karen A 1300 7th St SW	95-780-0810 Block 4 Sunnyside	Reroofing Residential Add/Alter	\$5,000.00	\$32.50
WI024171	5/16/2016	Kopacek/Jarrett & Kylie 816 8th St SW	95-090-0050 Booth's Addition To Willmar	Siding Residential Add/Alter	\$16,319.00	\$58.16
WI024186	5/19/2016	Iffert/Willis & Betty 320 Robert St SE	95-520-0100 Lot 10 Murray's Addition	Single Family Replace	\$0.00	\$26.00
WI024187	5/19/2016	Peterson Trust/Joan Mary 2900 15th St SW	95-868-0010 Lot 1, Block 1 Westwind Estates	Single Family Replace	\$0.00	\$31.00
WI024190	5/19/2016	Tello/Mauricio F 1312 Kandiyohi Ave SW	95-006-7840 Block 116 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	\$300.00	\$30.15

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WI024191	5/19/2016	Olinger/Jason M & Tracy L 2305 21st Ave SW	95-715-0120 Lot 2, Block 2 Southgate Addition	Reroofing Residential Add/Alter	Residential Reroof	\$5,500.00 \$32.75
WI024192	5/19/2016	Fladeboe Partners, Llc 301 23rd St SE	95-668-0710 Block 4 Pheasant Run	Single Family Replace	Water Heater Replacement	\$0.00 \$26.00
WI024193	5/19/2016	Voit/Rodney P & Debra J 2200 21st St SW	95-715-0320 Lot 2, Block 3 Southgate Addition	Single Family Replace	Gas Furnace & A/C Replacement	\$0.00 \$56.00
WI024194	5/19/2016	Janning/Martin H & Amy S 3505 Eagle Ridge Dr E	95-148-0110 Lot 11, Block 1 Eagles Landing	Single Family Replace	A/C Replacement	\$0.00 \$26.00
WI024195	5/19/2016	Garcia/Rosa M 421 Mary Ave SE	95-250-0070 Lot 7, Block 1 Glarum's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$995.00 \$30.50
WI024196	5/19/2016	William Oakleaf 1220 7th St SW	95-780-0110 Block 1 Sunnyside	Reroofing Residential Add/Alter	Residential Reroof	\$3,500.00 \$31.75
WI024197	5/20/2016	Sjoberg/Linda M 619 2nd St SW	95-006-1540 Block 67 First Addition To The Town Of Willmar	Siding Residential Add/Alter	Residential Reside	\$1,000.00 \$50.50
WI024198	5/20/2016	Beyer/Bridget A & Allen L 1111 19th Ave SE	95-143-0280 Lot 8, Block 2 Dana Heights	Reroofing Residential Add/Alter	Residential Reroof	\$5,500.00 \$32.75
WI024199	5/20/2016	Post/Patricia Ann 2309 Country Club Dr NE	95-137-0100 Block 1 Country Club Terrace	Alteration Residential Add/Alter	Remodel Front Entry	\$500.00 \$34.90
WI024200	5/23/2016	Martinez/Leobardo/Jr/&Clarissa 1109 Irene Ave SE	95-665-0070 Block 1 Perkins 5th Addition	Reroofing Residential Add/Alter	Residential Reroof	\$2,500.00 \$31.25
WI024201	5/23/2016	Rampaart/Bernardus & Alida 1216 Trott Ave SE	95-184-0810 Block 6 Erickson's Third Addition	Reroofing Residential Add/Alter	Residential Reroof	\$3,500.00 \$31.75

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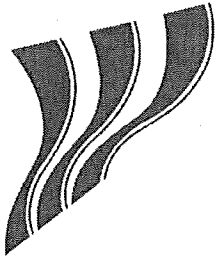
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WI024202	5/23/2016	Winter/Jeffrey J & Theresa A	95-922-7310 912 14th Ave SW	Reroofing Residential Add/Alter	Residential Reroof	\$2,591.00	\$31.30
WI024203	5/25/2016	KLC of Willmar Inc. 221 Terraplane Dr SE	95-121-4120 Lot 13, Block 1 Cambridge Addition	New New Single-Family Dwelling	New Home and Garage	\$144,713.00	\$1,462.67
WI024204	5/25/2016	KLC of Willmar Inc. 221 Terraplane Dr SE	95-121-4120 Lot 13, Block 1 Cambridge Addition	Single Family New	Residential Plumbing - New Home and Garage	\$0.00	\$149.00
WI024205	5/25/2016	KLC of Willmar Inc. 221 Terraplane Dr SE	95-121-4120 Lot 13, Block 1 Cambridge Addition	Single Family New	Residential HVAC - New Home and Garage	\$144,713.00	\$101.00
WI024206	5/25/2016	KLC of Willmar 225 Terraplane Dr SE	95-121-4130 Lot 14, Block 1 Cambridge Addition	New New Single-Family Dwelling	New Home and Garage	\$160,230.00	\$1,570.43
WI024207	5/25/2016	KLC of Willmar Inc. 225 Terraplane Dr SE	95-121-4130 Lot 14, Block 1 Cambridge Addition	Single Family New	Residential Plumbing - New Home and Garage	\$0.00	\$149.00
WI024208	5/25/2016	KLC of Willmar Inc. 225 Terraplane Dr SE	95-121-4130 Lot 14, Block 1 Cambridge Addition	Single Family New	Residential HVAC - New Home and Garage	\$160,230.00	\$101.00
WI024209	5/25/2016	KLC of Willmar Inc. 2444 3rd Ave SE	95-121-4140 Lot 15, Block 1 Cambridge Addition	New New Single-Family Dwelling	New Home and Garage	\$160,230.00	\$1,570.43
WI024210	5/25/2016	KLC of Willmar Inc. 2444 3rd Ave SE	95-121-4140 Lot 15, Block 1 Cambridge Addition	Single Family New	Residential Plumbing - New Home and Garage	\$0.00	\$149.00
WI024211	5/25/2016	KLC of Willmar Inc. 2444 3rd Ave SE	95-121-4140 Lot 15, Block 1 Cambridge Addition	Single Family New	Residential HVAC - New Home and Garage	\$160,230.00	\$101.00
WI024212	5/25/2016	KLC of Willmar Inc. 2448 3rd Ave SE	95-121-4150 Lot 16, Block 1 Cambridge Addition	New New Single-Family Dwelling	New Home and Garage	\$160,230.00	\$1,570.43
WI024213	5/25/2016	KLC of Willmar Inc. 2448 3rd Ave SE	95-121-4150 Lot 16, Block 1 Cambridge Addition	Single Family New	Residential Plumbing - New Home and Garage	\$0.00	\$149.00

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WI024214	5/25/2016	KLC of Willmar Inc. 2448 3rd Ave SE	95-121-4150 Lot 16, Block 1 Cambridge Addition	Single Family New	Residential HVAC - New Home and Garage	\$160,230.00 \$101.00
WI024215	5/24/2016	Thein/Sherron 600 4th St SE	95-740-1810 Block 12 Spicer's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$520.00 \$30.26
WI024218	5/25/2016	Kieper/Carol & Eileen 955 Rice Ave SW	95-590-0390 Lot 9, Block 3 Nyquist's North Orchard Addition	Single Family Replace	Gas Furnace Replacement	\$0.00 \$31.00
WI024220	5/25/2016	Francis/Odalis J 2317 Williams Pkwy SW	95-715-1540 Lot 4, Block 3 Southgate Addition	Deck Residential Add/Alter	Residential Deck	\$850.00 \$32.43
WI024224	5/26/2016	Holmgren/Douglas & Paulette 2607 8th St SW	95-684-0295 Block 2 Portland Acres	Alteration Residential Add/Alter	Interior Remodel	\$9,500.00 \$231.90
WI024225	5/26/2016	Holmgren/Douglas & Paulette 2607 8th St SW	95-684-0295 Block 2 Portland Acres	Single Family New	Construct new bathroom in bsmt.	\$0.00 \$71.00
WI024231	5/31/2016	Steffl/Charles J & Jolene A 702 3rd St SE	95-180-0310 Block 3 Erickson's Addition	Demolition Move/Raze	Remove detached garage from property	\$0.00 \$30.00
WI024239	5/31/2016	Aehb, Llc 1308 6th St SW	95-750-0270 Sub-Div. N1/2 Of Ne1/4	Single Family Alt/Remodel	Kitchen, Bathroom remodel	\$0.00 \$71.00
Count: 111					Grand Totals:	\$10,066,474.00 \$76,364.63



CITY OF WILLMAR

Planning and Development Services
City Office Building
333 SW 6th Street
Willmar, MN 56201
320-235-8311

COUNCIL ACTION REQUEST

DATE: June 6, 2016

SUBJECT: An Ordinance Imposing Residency Restrictions on Sexual Offenders and Sexual Predators
(see attached)

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation: That the Ordinance be introduced for a Public Hearing to be held June 6, 2016, and to ultimately adopt the Ordinance.

BACKGROUND: For the past several months, the Community Development Committee and full City Council have discussed the issue of regulating housing for convicted sexual offenders. These discussions were held in response to several citizen concerns over safety and neighborhood property values.

City Attorney Robert Scott previously advised the City Council as to its authority and limitations regarding the City's regulation of sexual offender housing. Although the City cannot impose an outright ban on such housing, it can reasonably restrict the location and concentration of the use by an ordinance that defines specific areas within which such housing is not permitted. For the purposes of this Ordinance, no designated offenders shall live within 1000 feet of a school, licensed daycare center, park, public playground, or place of worship.

An initial part of the regulatory process will be to map areas where offenders may not live. Due to changes in property uses, said map will need to be updated annually. Contact with the Office of the Minnesota Commissioner of Corrections will be required to get information about, and track the residencies of, designated offenders.

FINANCIAL CONSIDERATION: The cost of enforcing the Ordinance is expected to be primarily for staff time. No additional funds have been budgeted for such enforcement. At this time, it would be difficult to estimate the budgetary impact of enforcement.

LEGAL: N/A

DEPARTMENT/RESPONSIBLE PARTY: Bruce D. Peterson, AICP – Director of Planning and Development Services

ORDINANCE NO. _____

AN ORDINANCE ADDING A NEW ARTICLE V IMPOSING RESIDENCY RESTRICTIONS
ON SEXUAL OFFENDERS AND SEXUAL PREDATORS TO MUNICIPAL CODE
CHAPTER 10, OFFENSES AND MISCELLANEOUS PROVISIONS

The City Council of the City of Willmar hereby ordains as follows:

Section 1. AMENDMENT OF MUNICIPAL CODE, CHAPTER 10, OFFENSES AND MISCELLANEOUS PROVISIONS. Chapter 10 of the Willmar Municipal Code is hereby amended by adding a new Article V, Sexual Offenders and Sexual Predators, imposing residency restrictions on sexual offenders and sexual predators as follows:

ARTICLE V. - SEXUAL OFFENDERS AND SEXUAL PREDATORS

Sec. 10-76. – Findings and Intent.

Sec. 10-77. – Definitions.

Sec. 10-78. – Residence Prohibition; Penalties; Exceptions.

Sec. 10-79. – Renting Real Property; Penalties.

Sec. 10-80. – Severability.

Sec. 10-76. – Findings and Intent.

- (a) Repeat sexual offenders, sexual offenders who use physical violence, and sexual offenders who prey on children are sexual predators who present an extreme threat to the public safety. Sexual offenders are likely to use physical violence and to repeat their offenses, and most sexual offenders commit many offenses, have many more victims than are ever reported, and are prosecuted for only a fraction of their crimes. The costs of this sexual offender victimization to society at large are severe.
- (b) Offenders who have committed certain statutorily designated sexual offenses and other identified offenses are required by Minnesota statutes to register their addresses, secondary addresses, work locations and vehicles with the Minnesota Department of Corrections.
- (c) Offenders who have committed the designated sexual and predatory offenses and are confined in Minnesota correctional facilities or treatment facilities are subject to review by an End of Confinement Review Committee (ECRC) established by the Minnesota Commissioner of Corrections, which assesses, reviews and assigns a risk level to the offender before the offender is released from confinement, all pursuant to Minnesota Statutes, Section 244.052. The offender is entitled to notice of the ECRC meeting and has the right to be present and be heard at the meeting.

- (d) The ECRC assigns offenders a risk level from I to III, with those assigned a risk level III having been assessed to have the highest risk of reoffending and thus posing the greatest risk to other residents of the city.
- (e) Research indicates the measurement of individual characteristics are the best predictors of likelihood of reoffending and the end of confinement review process follows the procedures for such individualized review identified in Minnesota Statutes, Section 244.052, resulting in the assigned risk level.
- (f) It is the intent of this Article to serve the city's compelling interest to promote, protect and improve the health, safety and welfare of the citizens of the city by creating areas around locations where children regularly congregate in concentrated numbers wherein those sexual offenders and sexual predators assessed to have the greatest likelihood of reoffending are prohibited from residing.
- (g) It is the further intent of this Article to serve the city's compelling interest in mitigating the concentration of certain predatory offenders, as recommended by Minnesota Statutes, Section 244.052, subdivision 4a, by prohibiting certain predatory offenders from establishing temporary or permanent residences within close proximity to one another.

Sec. 10-77. – Definitions.

The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (a) *Designated Offender.* The term “designated offender” means any person who has committed a designated sexual offense, regardless of whether adjudication has been withheld, in which the victim of the offense was less than 16 years of age, or who has been categorized as a level III sex offender under Minnesota statutes section 244.052 or successor statute.
- (b) *Designated sexual offense.* The term “designated sexual offense” means a conviction, adjudication of delinquency, commitment under Minnesota Statutes, Chapter 253B, or admission of guilt under oath without adjudication involving any of the offenses identified under Minnesota Statutes, Section 243.166, Subdivision 1b, requiring the offender to register with the Department of Corrections, including offenses under a similar law of another state, as identified under Minnesota Statutes, Section 243.166, Subdivision 1b.
- (c) *Permanent residence.* The term “permanent residence” means a place where the person abides, lodges, or resides for 14 or more consecutive days.

- (d) *Temporary residence.* The term “temporary residence” means a place where the person abides, lodges, or resides for a period of 14 or more days in the aggregate during any calendar year and which is not the person’s permanent address, or a place where the person routinely abides, lodges, or resides for a period of four or more consecutive or nonconsecutive days in any month and which is not the person’s permanent residence.
- (e) *School.* The word “school” means any public or nonpublic elementary or secondary school, and shall include any structure, land, or facility owned, leased or used for operation of the school or school activities.
- (f) *Licensed day care center.* The term “licensed day care center” means any facility, center, home or institution where children are cared for pursuant to a license issued by the Kandiyohi County Health and Human Services Department.
- (g) *Park.* The word “park” means an outdoor area owned by a local government and maintained for public recreational use and/or preservation of natural space.
- (h) *Public playground.* The term “public playground” means an improved outdoor area owned by a local government and designed, equipped, and set aside for children’s play, and includes in that area such facilities as play equipment, surfacing, fencing, sign, internal pathways, internal land forms, vegetation and related structures.
- (i) *Place of worship.* The term “place of worship” means a place where persons regularly assemble for religious worship and which provides regular educational programs for children.

Sec. 10-78. – Residence Prohibition; Penalties; Exceptions.

- (a) *Prohibited Location Of Residence.* It is unlawful for any designated offender to establish a permanent residence or temporary residence within 1,000 feet of any school, licensed daycare center, park, public playground, place of worship, or the permanent or temporary residence of any other designated offender lawfully established under this Article.
- (b) *Prohibited Activity.* It is unlawful for any designated offender to participate in a holiday event involving children under 18 years of age, such as distributing candy or other items to children on Halloween, wearing a Santa Claus costume on or preceding Christmas, or wearing an Easter bunny costume on or preceding Easter. Holiday events in which the offender is the parent or guardian of the children involved, and no nonfamilial children are present, are exempt from this subsection.

(c) *Measurement of Distance.*

- (1) For purposes of determining the minimum distance separation, the requirement shall be measured by following a straight line from the outer property line of the permanent residence or temporary residence to the nearest outer property line of a school, daycare center, park, public playground, place of worship, or the permanent or temporary residence of any other designated offender lawfully established under this Article.
- (2) The city clerk shall maintain an official map showing prohibited locations as defined by this Article. The clerk shall update the map at least annually to reflect any changes in the location of prohibited zones.

(d) *Penalties.* Any person violating any provision of this Article shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished as provided in Section 1-15 of this code. Each day a person maintains a residence in violation of this Article constitutes a separate violation.

(e) *Exceptions.* A designated offender residing within a prohibited area as described in subsection (a) of this section does not commit a violation of this section if any of the following applies:

- (1) The person established the permanent residence or temporary residence and reported and registered the residence pursuant to Minnesota Statutes, Sections 243.166, 243.167, or successor statute, prior to July 1, 2016.
 - (2) The person was a minor when he/she committed the offense and was not convicted as an adult.
 - (3) The person is a minor.
 - (4) The school, licensed daycare center, park, public playground, or place of worship within 1,000 feet of the person's permanent residence was opened after the person established the permanent residence or temporary residence and reported and registered the residence pursuant to Minnesota Statutes, Sections 243.166 or 243.167.
 - (5) The residence is also the primary residence of the person's parents, grandparents, siblings, spouse, or children.
- (f) Nothing in this section shall require any person or designated offender to sell or otherwise dispose of any real property acquired or owned prior to the conviction restricting residency under this Article.

Sec. 10-79. – Renting Real Property; Penalties.

- (a) It is unlawful to let or rent any place, structure, or part thereof, trailer or other conveyance, with the knowledge that it will be used as a permanent residence or temporary residence by any person prohibited from establishing such permanent residence or temporary residence pursuant to this Article, if such place, structure, or part thereof, trailer or other conveyance, is located within a prohibited location zone described in Section 10-78(a).
- (b) A property owner's failure to comply with provisions of this section shall constitute a violation of this section.
- (c) If a property owner discovers or is informed that a tenant is a designated offender after signing a lease or otherwise agreeing to let the offender reside on the property, the owner or property manager may evict the offender.

Sec. 10-80. – Severability.

Should any section, subdivision, clause or other provision of this Article be held to be invalid by any court of competent jurisdiction, such decision shall not affect the validity of this Article as a whole, or of any part thereof, other than the part held to be invalid.

Secs. 10-81. – 10.85.—Reserved.

This Ordinance introduced by Council Member: Fagerlie

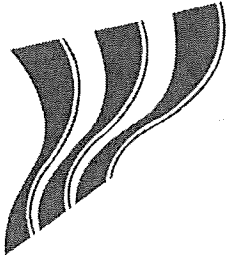
This Ordinance introduced on: May 2, 2016

This Ordinance published on: May 14, 2016

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



CITY OF WILLMAR

Planning and Development Services
City Office Building
333 SW 6th Street
Willmar, MN 56201
320-235-8311

COUNCIL ACTION REQUEST

DATE: June 6, 2016

SUBJECT: Dooley Brothers, LLP Business Subsidy Agreement

RECOMMENDATION: To adopt a resolution authorizing the Mayor and City Administrator to enter into a Tax Abatement and Land Write-Down Agreement between the City of Willmar and Dooley Bros. LLP

BACKGROUND: Staff and the purchasers have worked out a final purchase price based on the City's industrial park land write-down policy. Because the amount of the write-down exceeds \$150,000, it is considered a business subsidy under Minnesota Statutes and therefore must comply with business subsidy laws. In order to grant a business subsidy, a governmental unit must first conduct a public hearing to consider the subsidy. The purchase price for the three Dooley lots has been written down due to job creation and the value of the improvements being constructed on the site.

FINANCIAL CONSIDERATION: The City's net sale price after the application of the write-down policy will be approximately \$55,000. It is estimated that the total amount of the write-down will be approximately \$385,000. Job creation under the project has been increased from 30 jobs to 35 jobs, and the Assessor's Office has estimated the taxable value of the improvements to exceed \$1.5 million.

LEGAL: The agreement was drafted by the City Attorney.

DEPARTMENT/RESPONSIBLE PARTY: Bruce D. Peterson, AICP – Director of Planning and Development Services

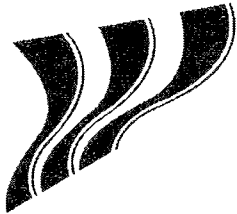
RESOLUTION NO. _____

Be it resolved by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a Tax Abatement and Land Write-Down Agreement between the City of Willmar and Dooley Bros. LLP.

Dated this 6th day of June, 2016.

MAYOR

CITY CLERK-TREASURER



WILLMAR

City Clerk-Treasurer

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5166
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: June 6, 2016

SUBJECT: Ordinance Hearing—Amendment of Charter Section 2.03

RECOMMENDATION: It is respectfully recommended the City Council approve the following:

Pursuant to public testimony the Charter Commission is requesting approval of the Amending Ordinance.

BACKGROUND:

Pursuant to the April 18, 2016, Ordinance hearing continued until May 16, 2016, and further continued until tonight, testimony can be taken regarding the amendments. Upon hearing all those who wish to be heard, the Mayor should close the hearing. That action will trigger the one (1) month countdown to Council action should all eight Council Members be in attendance.

The Ordinance Amending Charter **Section 2.03.—General powers and duties of the Council**, adds a new Subdivision 2., whereby the Charter Commission is of a firm conviction that current and future City Councils should be compelled to develop of Vision, Mission Statement, and Strategic Plan for the good of the people.

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A

Department/Responsible Party: Kevin J. Halliday, City Clerk-Treasurer

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CHARTER OF THE CITY OF WILLMAR

Pursuant to Minn. Stat. § 410.12, subd. 7, the City Council of the City of Willmar hereby ordains as follows:

Section 1. AMENDMENT OF CHARTER SECTION 2.03. Charter Section 2.03 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Section 2.03. – General powers and duties of the Council.

Subdivision 1. Powers vested in Council. All powers of the City shall be vested in the Council except as otherwise provided by law or this Charter and the Council shall provide for the exercise thereof and for the performance of all duties and obligations imposed on the City by law.

Subdivision 2. Vision, Mission Statement and Strategic Plan. The Council shall adopt a written vision, mission statement and strategic plan, and shall thereafter review the same annually and update it as needed.

Section 2. EFFECTIVE DATE. Pursuant to Minn. Stat. § 410.12, subd. 7, this ordinance shall be effective 90 days after its adoption and second publication.

This Ordinance introduced by Council Member: Anderson

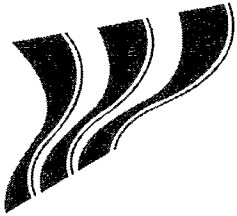
This Ordinance introduced on: April 4, 2016

This Ordinance published on: April 8, 2016

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



WILLMAR

City Clerk-Treasurer

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5166
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: June 6, 2016

SUBJECT: Ordinance Hearing—Amendment of Charter Section 7.05

RECOMMENDATION: It is respectfully recommended the City Council approve the following:

Pursuant to public testimony the Charter Commission is requesting approval of the Amending Ordinance.

BACKGROUND:

Pursuant to the April 18, 2016, Ordinance hearing continued until May 16, 2016, and further continued until tonight, testimony can be taken regarding the amendments. Upon hearing all those who wish to be heard, the Mayor should close the hearing. That action will trigger the one (1) month countdown to Council action should all eight Council Members be in attendance.

The Ordinance Amending Charter **Section 7.05.—Recall**, strikes out current language whereby the Charter Commission desires to not address the issue of any reimbursements for legal services, supplies, printing, and notarial fees, but simply make it clear that no City funds are to be expended for the actions of the citizen Recall Committee nor can any of the Recall Committee members accept any remuneration for services performed on such a committee.

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A

Department/Responsible Party: Kevin J. Halliday, City Clerk-Treasurer

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CHARTER OF THE CITY OF WILLMAR

Pursuant to Minn. Stat. § 410.12, subd. 7, the City Council of the City of Willmar hereby ordains as follows:

Section 1. AMENDMENT OF CHARTER SECTION 7.05. Charter Section 7.05 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Section 7.05. - Recall.

The exercise in each instance of the power of recall shall be by a committee of not less than five (5) registered voters of the City. None of the members of such committee shall accept any remuneration for the services performed on such committee, ~~but the committee and its members shall be entitled to be reimbursed for and to expend a reasonable amount for legal services, supplies, printing and notarial fees.~~ The City shall not be liable for the payment of any expenditures for or on behalf of the committee and the Council shall not make any appropriation therefore, except for the cost of any election that may result from the actions of such committee.

Section 2. EFFECTIVE DATE. Pursuant to Minn. Stat. § 410.12, subd. 7, this ordinance shall be effective 90 days after its adoption and second publication.

This Ordinance introduced by Council Member: Anderson

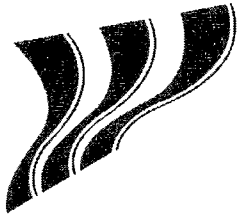
This Ordinance introduced on: April 4, 2016

This Ordinance published on: April 8, 2016

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



WILLMAR

City Clerk-Treasurer

**City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5166
Fax Number 320-235-4917**

COUNCIL ACTION REQUEST

DATE: June 6, 2016

SUBJECT: Ordinance Hearing—Amendment of Charter Section 2.11

RECOMMENDATION: It is respectfully recommended the City Council approve the following:

Pursuant to public testimony the Charter Commission is requesting approval of the Amending Ordinance.

BACKGROUND:

Pursuant to the April 18, 2016, Ordinance hearing continued until May 16, 2016, and further continued until tonight, testimony can be taken regarding the amendments. Upon hearing all those who wish to be heard, the Mayor should close the hearing. That action will trigger the one (1) month countdown to Council action should all eight Council Members be in attendance.

The Ordinance Amending Charter **Section 2.11.— Procedure**, strikes through current language detailing the known versions of parliamentary rules defaulting to the word “established” set of parliamentary rules. The Charter Commission believes this will properly position the City for the ever changing rules and names in the future.

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A

Department/Responsible Party: Kevin J. Halliday, City Clerk-Treasurer

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CHARTER OF THE CITY OF WILLMAR

Pursuant to Minn. Stat. § 410.12, subd. 7, the City Council of the City of Willmar hereby ordains as follows:

Section 1. AMENDMENT OF CHARTER SECTION 2.11. Charter Section 2.11 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Section 2.11. - Procedure.

* * * *

Subdivision 2. Rules and journal. The Council shall adopt, at the meeting prescribed in Subdivision 1, an ~~authorized~~ established set of parliamentary rules, ~~ie.~~ "~~Robert's Rules of Order~~", "~~Mason's Manual~~", Thomas Jefferson's "~~A Manual of Parliamentary Practice~~", Alice Sturgis' "~~Rules of Order~~", or "~~Minnesota Mayor's Association Rules of Order for City Councils~~" and shall provide for a journal of its proceedings, which journal shall be a public record. The rules adopted by the City Council are applicable to all Commissions, Boards, and Committees.

Section 2. EFFECTIVE DATE. Pursuant to Minn. Stat. § 410.12, subd. 7, this ordinance shall be effective 90 days after its adoption and second publication.

This Ordinance introduced by Council Member: Anderson

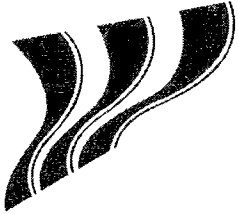
This Ordinance introduced on: April 4, 2016

This Ordinance published on: April 8, 2016

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



WILLMAR

City Clerk-Treasurer

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5166
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: June 6, 2016

SUBJECT: Ordinance Hearing—Amendment of Charter Section 9.04

RECOMMENDATION: It is respectfully recommended the City Council approve the following:

Pursuant to public testimony the Charter Commission is requesting approval of the Amending Ordinance.

BACKGROUND:

Pursuant to the April 18, 2016, Ordinance hearing continued until May 16, 2016, and further continued until tonight, testimony can be taken regarding the amendments. Upon hearing all those who wish to be heard, the Mayor should close the hearing. That action will trigger the one (1) month countdown to Council action should all eight Council Members be in attendance.

The Ordinance Amending Charter **Section 9.04.—Oath of office**, adds details to the current oath administered to elected or appointed officials and board and commission members. The Charter Commission believes clarity of individual offices and positions is beneficial for this City.

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A

Department/Responsible Party: Kevin J. Halliday, City Clerk-Treasurer

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CHARTER OF THE CITY OF WILLMAR

Pursuant to Minn. Stat. § 410.12, subd. 7, the City Council of the City of Willmar hereby ordains as follows:

Section 1. AMENDMENT OF CHARTER SECTION 9.04. Charter Section 9.04 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

Section 9.04. - Oath of office.

Every Council member, elected or appointed official, and board and commission member shall, before entering upon the duties of their office take and subscribe an oath of office in the following form: "I do solemnly swear (or affirm) that I will support the Constitutions of the United States and of the state of Minnesota, and the Willmar City Charter and that I will discharge faithfully the duties of the office of _____ of the City of Willmar to the best of my judgment and ability."

Section 2. EFFECTIVE DATE. Pursuant to Minn. Stat. § 410.12, subd. 7, this ordinance shall be effective 90 days after its adoption and second publication.

This Ordinance introduced by Council Member: Anderson

This Ordinance introduced on: April 4, 2016

This Ordinance published on: April 8, 2016

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

FINANCE COMMITTEE

MINUTES

The Finance Committee of the City of Willmar met on Monday, May 23, 2016, in Conference Room No. 1 at the City Office Building.

Present:	Denis Anderson	Chair
	Tim Johnson	Vice-Chair
	Rick Fagerlie	Member
	Shawn Mueske	Member

Others present: City Administrator Larry Kruse, Finance Director Steve Okins, and Information Systems Coordinator Ross Smeby.

Item No. 1 Call to Order

The meeting was called to order by Chair Anderson at 4:45 p.m.

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 Re-establish WRAC as a Special Revenue Fund (Resolution)

Staff explained to the Committee that the current WRAC budget was incorporated with the Information Systems budget in 2013 when the two departments were combined. At the December, 2015, Cable Advisory Committee Meeting it was recommended that the budgets be separated again due to the difficulty of tracking and approving a recommended budget for the WRAC Department. With the renewal of the cable franchise this year, a needs assessment was performed by CBG Communications. With this study, there have been equipment and infrastructure upgrade recommendations that were suggested for the years 2017 through 2019. At this time, funding is a concern due to the removal of the WRAC reserve fund. There have been suggestions to implement a PEG Fee to local cable subscribers. The PEG Fee is an option under the current cable franchise which consists of charging cable subscribers an additional one dollar per month and the funds can only be used towards purchases for the local access stations and studio. It was reviewed by staff that the current franchise fees which the City receives would be adequate to fund the WRAC operating budget along with the proposed equipment and infrastructure upgrades and that any excess funds from those franchise fees could be placed into a reserve account for WRAC projects or distributed as needed. It was noted that separating the budgets would alleviate the need to implement the PEG fee for cable subscribers. The proposed change would start with the 2017 budget and the Cable Coordinator would be the responsible party for proposing the WRAC budget to the Council.

Following discussion, Council Member Mueske made a motion to introduce a resolution to separate the WRAC budget from the Information Systems Budget beginning in 2017. Council Member Fagerlie seconded the motion which carried.

Item No. 4 Civic Center Budget Amendment (Resolution)

Staff explained to the Committee that previous action by the City Council approving an agreement for Junior Hockey has resulted in an estimated increase for Civic Center expenditures as well as an increase in rental income of \$20,000. The term of the lease begins June 1, 2016, for one year in the amount of \$40,000 with 6 months allocated to the 2016 Budget and 6 months allocated to the 2017 Budget.

Following discussion, Council Member Mueske made a motion to introduce a resolution increasing the 2016 Civic Center Budget in the amount of \$20,000 for both revenues and expenditures as presented. Council Member Fagerlie seconded the motion which carried.

Item No. 5 2017 Budget Calendar (Motion)

Staff reviewed with the Committee the proposed 2017 Budget Calendar. It was noted that Council needs to adopt and certify the Proposed Levy to the County Auditor for Truth in Taxation in September.

Following discussion Council Member Fagerlie moved to approve the 2017 Budget Calendar as presented. Council Member Mueske seconded the motion which carried.

Item No. 6 2016 General Obligation Street Improvement Financing (Resolution)

Staff explained to the Committee that previous City Council action has approved the 2016 Street Improvement Program of \$2,869,000. Funding for the program is planned to come from a number of funding sources, those being a General Tax Levy, Municipal State Aid, Waste Treatment funds, Willmar Municipal Utilities, Kandiyohi County, and the issuance of approximately \$1,600,000 in General Obligation Special Revenue Bonds. At this time, Council action is required to set a public hearing which staff is proposing to be held June 20, 2016, at 7:05 PM.

Following discussion, Council Member Anderson made a motion to introduce a resolution setting a Public Hearing for June 20, 2016, at 7:05 PM to discuss the 2016 General Obligation Street Improvements. Council Member Mueske seconded the motion which carried.

Item No. 7 Fairgrounds Lift Station PFA Loan (Resolution)

Staff explained to the Committee that the City of Willmar has entered into an agreement with Bolton & Menk for engineering and construction related services for the Fairgrounds Lift Station project. The preliminary budget for this project is \$640,000 which has previously been approved by the Council. At this time, staff is requesting authorization to apply for the Minnesota Public Facilities Authority (PFA) loan from the Clean Water Revolving Fund in the amount of \$640,000.

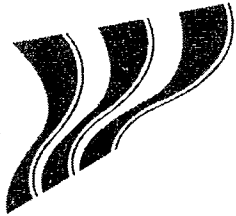
Following discussion, Council Member Mueske made a motion to introduce a resolution authorizing the City of Willmar's application for a PFA loan estimated at \$640,000 to fund the Fairgrounds Lift Station Project. Council Member Fagerlie seconded the motion which carried.

There being no further business to come before the Committee the meeting adjourned at 5:12 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Carol Cunningham".

Carol Cunningham
Accounting Supervisor



WILLMAR

City Administrator

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: April 21, 2016

SUBJECT: WRAC Budget/Reserve Fund

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Approve a recommendation to separate the WRAC budget from the Information Systems Budget and reestablish the WRAC Special Revenue Fund.

BACKGROUND: The current WRAC budget was incorporated with the Information Systems budget in 2013 when the two departments were combined. At the December 2015 Cable Advisory Committee Meeting it was recommended that the budgets be separated again due to the difficulty of tracking and approving a recommended budget for the WRAC Department. With the renewal of the cable franchise this year a needs assessment was performed by CBG Communications. With the study there have been equipment and infrastructure upgrade recommendations that were suggested for the years 2017 through 2019. At this time funding is a concern due to the removal of the WRAC reserve fund. There have been suggestions to implement a PEG fee to local cable subscribers. The PEG fee is an option under the current cable franchise which consists of charging cable subscribers an additional one dollar per month and the funds can only be used towards purchases for the local access stations and studio. It was reviewed by staff that the current franchise fees which the city receives would be adequate to fund the WRAC operating budget and the proposed equipment and infrastructure upgrades. The excess funds from the franchise fees could then be placed into a reserve account for WRAC projects or distributed as needed. Separating the budgets would then alleviate the need to implement the PEG fee for cable subscribers. The proposed change would start with the 2017 budget and the Cable Coordinator would be the responsible party for setting the WRAC budget.

FINANCIAL CONSIDERATION: The proposed account separation would not impact the franchise funds that it currently receives. Approving the WRAC Special Revenue Fund will impact the funding that available for the general budget. The council could elect the option to implement the PEG fee which would result in a twelve dollar per year increase for cable subscribers with in the city.

LEGAL: None

Department/Responsible Party: Ross Smeby, IT Coordinator

RESOLUTION No. _____

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the WRAC budget be separated from the Information Systems Budget beginning with 2017.

Dated this 6th day of June, 2016.

MAYOR

ATTEST:

CITY CLERK



WILLMAR

City Finance Department

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-235-4984
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: May 23, 2016

SUBJECT: Civic Center Budget Amendment

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Approve a Resolution to increase the General Fund/Civic Center Budget by \$20,000.

BACKGROUND: Previous action by the City Council to approve an agreement for Junior Hockey has resulted in an estimated increase for the Civic Center costs as well as an increase in rental income of \$20,000. The term of the lease begins June 1, 2016, for one year in the amount of \$40,000 with 6 months allocated to the 2016 Budget and 6 months allocated to the 2017 Budget.

FINANCIAL CONSIDERATION: Increase the General Fund/Civic Center Budget by \$20,000.

LEGAL: City Charter/Article 5.

Department/Responsible Party: Steve Okins, Finance Director

RESOLUTION NO. _____
Budget Amendment
Fund/Dept General-Civic Center
ESTIMATED TOTAL COST \$ 20,000 additional
*Budget Amounts are Essential

Dated:

Code

PERSONNEL SERVICES

0110*	Salaries Reg. Employees	_____
0111*	Overtime Reg. Employees	_____
0112*	Salaries Temp. Employees	<u>\$1,250.00</u>
0113*	Employer Pension Contr.	_____
0114*	Employer Ins. Contr.	_____
	TOTAL	<u>\$1,250.00</u>

SUPPLIES

0220*	Office Supplies	_____
0221*	Small Tools	_____
0222*	Motor Fuels & Lubricants	_____
0223*	Postage	_____
0224	Mtce. of Equipment	_____
0225	Mtce. of Structures	_____
0226	Mtce. of Other Improvements	_____
0227	Subsistence of Persons	_____
0228	Cleaning & Waste Removal	_____
0229*	General Supplies	<u>\$1,250.00</u>
	TOTAL	<u>\$1,250.00</u>

OTHER SERVICES

0330	Communications	_____
0331*	Printing & Publishing	_____
0332	Utilities	<u>\$12,500.00</u>
0333*	Travel-Conf.-Schools	_____
0334	Mtce. of Equipment	_____
0335	Mtce. of Structures	_____
0336*	Mtce. of Other Impr.	_____
0337	Subsistence of Persons	_____
0338	Cleaning & Waste Removal	_____
0339*	Other Services	_____
	TOTAL	<u>\$12,500.00</u>

OTHER CHARGES

0440	Rents	_____
0441*	Insurance & Bonds	_____
0442	Awards & Indemnities	_____
0443	Subscription/Memberships	_____
0444	Interest	_____
0445	Licenses & Taxes	_____
0446*	Prof. Serv.	_____
0447*	Advertising	_____
0448*	Adm. OH (Transfer)	_____
0449	Other Charges	<u>\$5,000.00</u>
	TOTAL	<u>\$5,000.00</u>

GRAND TOTAL \$20,000.00

RECEIVABLES

Property Owners	_____
County	_____
State	_____
City	_____
City	_____
Other-Ice Rental	<u>\$20,000.00</u>
TOTAL	<u>\$20,000.00</u>

FINANCING

Bonds	_____
State	_____
City	_____
City	_____
Other	_____
TOTAL	<u>\$0.00</u>

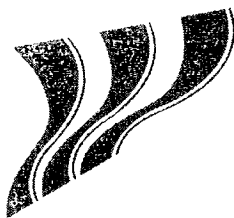
GRAND TOTAL \$20,000.00

Dated: _____

Mayor

Attest:

City Clerk/Treasurer



City Finance Department

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-235-4984
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: May 23, 2016

SUBJECT: 2017 Budget Calendar

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Adopt the 2017 Budget Calendar as presented.

BACKGROUND: Annually, as part of the City's Budget Process, the Committee reviews and recommends a Budget Calendar for the orderly review and ultimate adoption of the Annual Operating Budget.

FINANCIAL CONSIDERATION: Setting the 2017 Budget Level and determining funding mechanisms to provide the level and types of services provided for the citizens of Willmar.

LEGAL: City Charter/Article 5.

Department/Responsible Party: Steve Okins, Finance Director

BUDGET CALENDAR

CALENDAR

APRIL

PROPOSED ACTION

Mayor, City Administrator and Finance Director to meet on establishing the Budget Calendar.

MAY

Finance Committee to adopt Budget Calendar.

JUNE

Mayor shall prepare or cause to be prepared and submitted to the Council a five (5) year capital program at least three (3) months prior to the final date for submission of the proposed budget.

Council work session on Capital Improvement Programs

Finance Director to compile information on budget forms pertaining to prior and current year expenditures and prepare preliminary revenue estimates. Send out forms and instructions for annual budget preparation to Department Heads.

JULY

Completed Department Heads' estimates must be returned to the Finance Director.

Mayor meets with the City Administrator and Finance Director to prepare the Mayor's Proposed Budget.

AUGUST

Publish a notice in the paper telling the public both the proposed Operating and Capital Improvement Budgets are on file and are open for inspection.

Mayor presents Proposed Budget to Finance Committee.

SEPTEMBER

Adopt and Certify Proposed Levy to the County Auditor for the Truth in Taxation Requirements.

OCTOBER – NOVEMBER

Gather citizen input.

Live WRAC-8 Broadcast

Public Informational Meeting

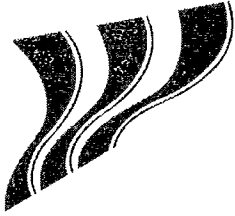
Publish notice in the paper telling the public both the Operating and Capital Improvement Budgets will be discussed at the Truth in Taxation Hearing.

DECEMBER

City Council shall hold Truth in Taxation hearing to study the Proposed Budget. Date determined by County and School District Hearings.

Adoption of the Budget.

DECEMBER 31st (No Later Than) Certification of the Tax Levy to the County.



City Finance Department

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-235-4984
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: May 23, 2016

SUBJECT: 2016 General Obligation Street Improvement Financing

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Introduce a resolution setting a Public Hearing for June 20, 2016.

BACKGROUND: Previous City Council action has approved the 2016 Street Improvement Program of \$2,869,200. Funding for the program is planned to come from a number of funding sources, those being a General Tax Levy, Municipal State Aid, Waste Treatment funds, Willmar Municipal Utilities, Kandiyohi County, and the issuance of General Obligation Special Revenue Bonds.

FINANCIAL CONSIDERATION: The issuing of \$1,600,000 of General Obligation Improvement Bonded Indebtedness to help finance the 2016 Street Improvement Program, that has a combined adopted budget of \$2,869,200.

LEGAL: State Statute 429.

Department/Responsible Party: Steve Okins, Finance Director

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE
CITY OF WILLMAR, MINNESOTA

HELD: June 6, 2016

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar, Minnesota, was duly held at the Municipal Utilities Building in said City on the 6th day of June, 2016, at 7:00 o'clock P.M.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____
RESOLUTION CALLING FOR PUBLIC HEARING ON AN
ORDINANCE AUTHORIZING THE ISSUANCE
OF \$1,600,000 GENERAL OBLIGATION IMPROVEMENT
BONDS, SERIES 2016A AND LEVYING TAXES FOR
THE PAYMENT THEREOF

WHEREAS:

A. The City of Willmar has heretofore undertaken to construct certain improvements pursuant to Minnesota Statutes, Chapter 429, as more fully described in the proposed Ordinance set forth below.

B. Said improvements have heretofore been duly incorporated into the City's capital Program in accordance with the City Charter.

C. It is necessary and desirable that the City of Willmar issue its general obligation improvement bonds in the principal amount of \$1,600,000 to finance various improvement projects in the City.

D. Section 2.12 of the City Charter requires that acts of the City Council which authorize the borrowing of money and levying of taxes shall be by ordinance.

E. Councilmember _____ introduced an Ordinance entitled "An Ordinance Authorizing the Issuance of \$1,600,000 General Obligation Improvement Bonds, Series 2016A".

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, as follows:

1. The City Clerk is authorized and directed to distribute a copy of said Ordinance to each Council Member, to the Mayor, and to the City Attorney, and to file a reasonable number of copies of the Ordinance in the office of the City Clerk and the following other public places:

- A. _____
- B. _____
- C. _____

2. This Council shall meet at the time and place specified in the form of notice hereinafter contained for the purpose of conducting a public hearing on the Ordinance and considering the Ordinance for adoption.

3. The City Clerk is hereby authorized and directed to cause notice of the time, place and purpose of said public hearing to be published in the local official newspaper of the City not less than seven days in advance of the date of hearing as required by the City Charter, which notice shall be substantially the following form:

(Remainder of this page intentionally left blank)

NOTICE OF PUBLIC HEARING
ON THE ADOPTION OF AN ORDINANCE

NOTICE IS HEREBY GIVEN by the City Council of the City of Willmar, Minnesota, that the City Council will conduct a public hearing on and consider adoption of the Ordinance described below at the Municipal Utilities Building in the City of Willmar, Minnesota, at 7:00 o'clock p.m. on the 20th day of June, 2016 said proposed Ordinance is as follows:

AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$1,600,000
GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES
2016A AND THE LEVYING OF TAXES TO SECURE PAYMENT
THEREFOR.

The City of Willmar hereby ordains:

1. In accordance with Minnesota Statutes, Chapter 429, the City of Willmar has heretofore determined to construct the following improvements:

<u>Project</u>	<u>Total Cost</u>	<u>Amount to be Financed</u>	<u>Amount to be Assessed</u>
2015 Improvement Project	\$2,869,200	\$1,600,000	\$906,938

2. In order to finance said improvements it is necessary to issue General Obligation Improvement Bonds of the City in the amount of \$1,600,000.

3. For the purposes of complying with Minnesota Statutes, Section 475.61, there will be levied a direct ad valorem tax upon all taxable property in the municipality in such amounts as are required by law to secure payment of said Bonds.

4. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of general obligation bonds and the levying of taxes therefore as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

Such persons as desire to be heard with reference to the proposed Ordinance will be heard at this hearing.

By Order of the City Council

/S/ Kevin Halliday
City Clerk

4. Upon sale of said bonds, the City Clerk shall compute the levy made by said Ordinance No. _____ commencing in or about the year 2017 and ending in or about the year 2025 upon all taxable property in the City, which tax shall be spread upon the tax rolls and collected with and as part of other general property taxes in said City in such an amount as is necessary to comply with Minnesota Statutes, Section 475.61, subd. 1. Said tax levy shall be irrevocable so long as any of said bonds are outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61, subd. 3.

5. No bonds shall be issued and no tax levy shall be effective in accordance with this resolution until (a) after the Ordinance has been duly adopted and published in accordance with the City Charter, and (b) the applicable 15 day period has elapsed with respect to said Ordinance and all appropriate bond resolutions during which period no Certificate of Intent is filed in accordance with Section 7.04(j) of the City Charter.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
COUNTY OF KANDIYOHI) ss.
CITY OF WILLMAR)

I, the undersigned, being the duly qualified and acting Clerk of the City of Willmar, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original minutes of a meeting of the City Council held on the date therein indicated, which are on file and of record in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to resolution calling for public hearing on an Ordinance Authorizing Issuance of \$1,600,000 General Obligation Improvement Bonds, Series 2016A.

WITNESS my hand as such Clerk this _____ day of _____, 2016.

City Clerk



WILLMAR

Public Works Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: May 23, 2016

SUBJECT: Fairgrounds Lift Station PFA Resolution

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Authorize the City to apply for the Minnesota Public Facilities Authority loan from the Clean Water Revolving Fund in the amount of \$640,000.00

BACKGROUND: The City of Willmar entered into an agreement with Bolton & Menk for the engineering and construction related services for the Fairgrounds Lift Station project. Staff is directed to seek authority to apply for PFA funding for the project through the Clean Water Revolving Fund for improvements made to municipal wastewater treatment systems.

FINANCIAL CONSIDERATION: The approved preliminary budget for the project is \$640,000.00.

LEGAL: N/A

Department/Responsible Party: Sean E. Christensen, Public Works Director

Reviewed By: Larry Kruse, City Administrator

RESOLUTION NO. ____

Resolution of Application

BE IT RESOLVED that the City of Willmar is hereby applying to the Minnesota Public Facilities Authority for a loan from the Clean Water Revolving Fund/Drinking Revolving Fund for improvements to its drinking water system/municipal wastewater treatment system as described in the loan application.

BE IT FURTHER RESOLVED that the City of Willmar estimates the loan amount to be \$640,000.00 or the as-bid cost of the project.

BE IT FURTHER RESOLVED that the City of Willmar has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its design life.

Reimbursement provision (see note below*)

BE IT FURTHER RESOLVED that the City of Willmar hereby expresses its official intent to use proceeds of this loan to reimburse construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.

I CERTIFY THAT the above resolution was adopted by the Willmar City Council on this ____ day of May, 2016.

SIGNED:

WITNESSED:

Mayor

City Clerk/Treasurer

**The reimbursement provision above is not an application requirement and should be deleted from the resolution if it is not the municipality's intent to reimburse itself for construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.*

COMMUNITY DEVELOPMENT COMMITTEE MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, May 26, 2016, in Conference Room No. 1 at the City Office Building.

Present:	Rick Fagerlie	Chair
	Andrew Plowman	Vice Chair
	Audrey Nelsen	Member
	Tim Johnson	Member

Others present: Bruce Peterson - Director of Planning and Development Services, Larry Kruse – City Administrator Marv Calvin - Mayor, Airport Commissioners - David Little and Pat Curry, Shelby Lindrud – “West Central Tribune”

Item No. 1 Call to Order

The meeting was called to order by Chair Fagerlie at 4:45 p.m.

Item No. 2 Public Comments (For Information Only)

There were no public comments.

Item No. 3 FBO Contract Issues (Motion)

The Committee discussed ongoing issues of default of the terms of an FBO agreement between the City and Brian Negen of Maximum Cruise Aviation. Staff provided information in a packet detailing events of default. Insurance documents recently submitted by Mr. Negen indicate inadequate coverage as determined by the City Clerk. The Airport Commission had discussed the matter earlier in the week and had taken action to direct Mr. Negen to provide proper insurance coverage prior to the Community Development Committee meeting. Mr. Negen had been informed of the Committee meeting at an earlier Airport Commission meeting, but was not in attendance.

It was suggested that if the City received periodic financial statements it would give the City an indication of the FBO's ability to perform under the agreement. Staff said that there had been a clear history of default and non-performance. MnDOT has suspended Mr. Negen's operator license for failure to provide the required proof of insurance. The Committee reviewed the default issues in detail and it was suggested that the FBO was not worthy of a second chance. Pat Curry, Airport Commission Chair, said the City has liability for the FBO mechanic work if no insurance is in place. It was suggested by the Committee that more Airport Commission involvement be required in monitoring FBO performance.

Following discussion, a motion was made by Council Member Plowman, seconded by Council Member Nelsen, and passed that the FBO contract with Maximum Cruise Aviation/Brian Negen be terminated immediately.

Item No. 4 Hazardous Building Declaration – 810 Campbell Ave NW (Motion)

Staff presented background on efforts to work with the owner of property at 810 Campbell Ave NW, to have the dilapidated structures removed. A demolition permit had been issued late last summer, but the owner never followed through with the demolition. The property has continued to deteriorate and poses a definite safety hazard. The Committee discussed the City's liability and responsibility should the property owner not remove the structures.

Following discussion, a motion was made by Council Member Nelsen, seconded by Council Member Johnson, and passed to declare the structures at 810 Campbell Ave NW as hazardous buildings and to issue an order for their repair or removal.

Item No. 5 Old Business (For Information Only)

Staff provided updates on:

- Wye rail project
- The capital improvement budgeting process
- Local options sales tax public participation
- Dooley's project
- Miscellaneous commercial/residential project

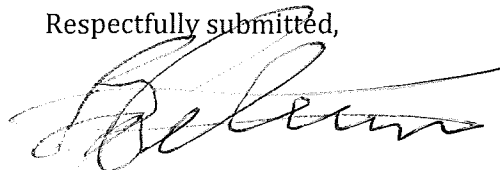
Item No. 6 DEED Grant (Resolution)

Staff presented a proposal to the Committee that the City forgo a business development infrastructure grant as previously awarded. In 2015, the City partnered with MinnWest Technology Campus Management Company to secure a \$470,000 Innovation Business Public Infrastructure Grant. The City was to be the public entity owning the property where the project was to occur on the MinnWest Campus. After award of the grant, it was determined that Kandiyohi County owned a significant amount of real property where the improvements would be made. For that reason, it is proposed that the County would be the better governmental unit to receive and manage the funds. The grant was to simply be a pass-through for roadway and parking lot improvements on the campus. City staff worked with MinnWest to put the project together, and concurs that the County would be the better grant recipient.

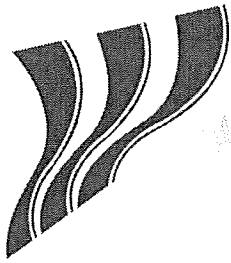
Following discussion, a motion was made by Council Member Nelsen, seconded by Council Member Plowman, and passed to adopt a resolution forgoing the 2015 grant and recommending that the County replace the City as the grantee.

There being no further business to come before the Committee, the meeting was adjourned at 5:45 p.m. by Chair Fagerlie.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "B. Peterson", written over a horizontal line.

Bruce D. Peterson, AICP
Director of Planning and Development Services



CITY OF WILLMAR

Planning and Development Services
City Office Building
333 SW 6th Street
Willmar, MN 56201
320-235-8311

COUNCIL ACTION REQUEST

DATE: May 26, 2016

SUBJECT: FBO Contract Issues

RECOMMENDATION: To terminate the contract with Maximum Cruise Aviation, LLC – dated April 4, 2016

BACKGROUND: For approximately the past year, the City of Willmar has had issues with the performance of Maximum Cruise Aviation serving as FBO at the Willmar Municipal Airport. Specifically, those issues include late payments of rent, late payments of fuel flowage fees, late filing of required reports, and more recently, failure to provide proof of insurance. These on-going issues have created a situation at the airport that not only creates legal and financial liabilities for the City, but brings into question the ability of the FBO to serve on the airport as the intended “face of the community”.

Many opportunities have been given to the FBO to bring accounts and reports current. This has been accomplished although the payments are frequently months late. The attachment details the issues with delinquent rent and fuel payments. Most recently, the City received notification from the insurance carrier for Maximum Cruise Aviation that his insurance coverage had been terminated. Staff acted immediately to notify the FBO of this happening and to demand that proof of insurance be provided as per the agreement. No proof of insurance has been provided as of this date.

FINANCIAL CONSIDERATION: If the City terminates the agreement, all financial obligations by the City would end, and staff would prepare an RFP to solicit a replacement FBO. The financial conditions of any future contract are speculative at this point. For the short term, the City would take over responsibilities for the fuel system and fuel sales. Other FBO responsibilities would be taken on by staff of the site manager on a temporary basis.

LEGAL: The City Attorney has indicated that there are sufficient grounds to terminate the agreement. Legal liabilities due to the current FBO's failure to provide proof of insurance are on-going.

DEPARTMENT/RESPONSIBLE PARTY: Bruce D. Peterson, AICP – Director of Planning and Development Services

FBO ISSUES TIMELINE FOR 2015-2016:

RENT:

- February 13, 2015 rent for February 2015 is paid.
- March 11, 2015 rent for March 2015 is paid.
- May 29, 2015 rent for April 2015 is paid.
- May 29, 2015 rent for May 2015 is paid.
- October 12, 2015 rent for June 2015 is paid.
- October 12, 2015 rent for July 2015 is paid.
- October 12, 2015 rent for August 2015 is paid.
- October 12, 2015 rent for September 2015 is paid.
- October 12, 2015 rent for October 2015 is paid.
- December 2, 2015 rent for November 2015 is paid.
- December 2, 2015 rent for December 2015 is paid.
- March 3, 2016 rent for January 2016 is paid.
- March 3, 2016 rent for February 2016 is paid.
- March 3, 2016 partial rent for March 2016 is paid.
- April 24, 2016 partial rent for March 2016 is paid.
- April 24, 2016 rent for April 2016 is paid.
- April 24, 2016 overpays...error in payment is put towards May & June 2016 rent.

FUEL FLOWAGE:

- January 15, 2015 fuel flowage for October of 2014 is paid.
- January 20, 2015 fuel flowage for November of 2014 is paid.
- March 11, 2015 fuel flowage for December 2014 is paid.
- March 11, 2015 fuel flowage for January 2015 is paid.
- May 29, 2015 fuel flowage for February 2015 is paid.
- May 29, 2015 fuel flowage for March 2015 is paid.
- May 29, 2015 fuel flowage for April 2015 is paid.
- October 12, 2015 fuel flowage for May 2015 is paid.
- October 12, 2015 fuel flowage for June is paid.
- December 2, 2015 fuel flowage for July 2015 is paid.
- December 2, 2015 fuel flowage for August 2015 is paid.
- December 2, 2015 fuel flowage for September 2015 is paid.
- December 2, 2015 fuel flowage for October 2015 is paid.
- March 3, 2016 fuel flowage for November 2015 is paid.
- March 3, 2016 fuel flowage for December 2015 is paid.
- March 3, 2016 fuel flowage for January 2016 is paid.
- April 24, 2016 fuel flowage for February 2016 is paid.
- April 24, 2016 fuel flowage for March 2016 is paid.
- April 24, 2016 fuel flowage for December 2015 is erroneously paid again....monies put towards rent see above.

FUEL TANKS:

- October 19, 2015 ran out of Jet-A fuel, refilled early October 20, 2015.
- February 11, 2016 164 gallons of 100 LL fuel.
- February 15, 2016 ran out of 100 LL fuel empty at 8:30 am, tank filled by 3:15 that afternoon.
- March 29, 2016 434 gallons pumpable fuel in 100 LL tank.
- April 1, 2016 210 gallons pumpable fuel in 100 LL tank (meter reads 420621.5).
- April 4, 2016 80 gallons (1 inch) of fuel in 100 LL tank (meter reads 420742.21).
- April 6, 2016 434 gallons (5 inches) of fuel in 100 LL tank.
- April 11, 2016 434 gallons (5 inches) of fuel in 100 LL tank (meter reads 420897.2), 5' 6" 8,321 gallons Jet-A fuel (652,184).
- April 15, 2016 250 gallons of pumpable fuel in 100 LL tank (meter reads 421103.1).
- April 18, 2016 341 gallons pumpable fuel (meter reads 421429.1), 6,029 gallons Jet A fuel (meter reads 654610).
- April 25, 2016 940 gallons 100 LL (10") (meter reads 421,905.3), 3,800 gallons Jet –A fuel (2' 9" meter reads 656,777).
- May 2, 2016 834 gallons 100 LL (9" meter reads 422033.8), 1,235 gallons Jet-A fuel (1' 9" meter reads 658246).
- May 9, 2016 1158 gallons 100 LL (1' meter reads 422540.3), 4990 gallons Jet- A fuel (4' 2" 661783).
- May 17, 2016 934 gallons 100 LL (10" meter reads 422814.4), 2623 gallons Jet-A fuel 2623 (2' 8.5" meter reads 664121).

INSURANCE:

- March 21, 2016 City becomes aware that the insurance policy for the FBO may have been terminated. City contacts the insurance carrier and receives a copy of the canceled policy on March 22, 2016.
- The policy was cancelled on January 26, 2016.
- March 24, 2016 the City notifies the FBO in writing that we have become aware the policy has been canceled and ask to notify the City if there is a policy with a new carrier to get that info to the City no later than March 31, 2016 or the matter will be forwarded to the City Attorney as is it is a breach of contract Article 4.3 and can be a cause for termination.
- March 31, 2016 city receives e-mail from FBO stating they switched insurance carriers and will forward new certificate as soon as possible.
- April 14, 2016 Planner/Airport Manager e-mails FBO reminding of promise of proof of insurance and fuel flowage/rent payments.
- April 26, 2016 Planner/Airport Manager e-mails FBO asking why he didn't make it to the scheduled meeting and reminding still haven't gotten insurance certificate.
- May 5, 2016 Planner/Airport Manager e-mails FBO requesting new insurance carrier so City Staff can contact them directly for insurance information.

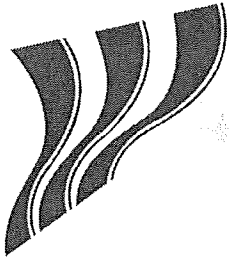
MEETINGS/CORRESPONDENCE:

- September 2, 2015 e-mail from Finance Department rent hasn't been paid for June, July, August or September 2015. And fuel flowage for May, June, July, and August 2015 not paid.

- September 17, 2016 Finance Department sends arrears notice regarding FBO to City Attorney as payments are past 90 days. City Attorney send notice to FBO requesting payment.
- October 2, 2015 meeting with Public Works Director, Director of Planning and Development Services, Planner/Airport Manager, and Operations/Maintenance Supervisor to talk about FBO payment and fuel issues.
- November 16, 2015 letter requesting late fuel flowage info and ask when payments can be expected.
- November 20, 2015 meeting with Interim City Administrator, Public Works Director, Director of Planning & Development Services, Planner/Airport Manager, and Operations/Maintenance Supervisor to discuss further FBO payment and fuel issues.
- December 2, 2016 meeting with FBO and Interim City Administrator, Public Works Director, Director of Planning & Development Services, Planner/Airport Manager, and Operations/Maintenance Supervisor. Timely payments and expectations were conveyed to FBO. FBO submitted a check (see payments above). Agreed verbally that during the winter months the 100 LL could be kept at 500 gallons vs. 1,000 gallons minimum per contract due to low flowage demand in the winter months.
- January 6, 2016 and February 9, 2016 FBO contract amendment requested by City to clarify rent payment see Section 2-2 Page 2 and Exhibit C. Clarifies rent costs for years 2016-2019 of the agreement.
- January 26, 2016 e-mail from Finance Department fuel flowage from November and December 2015 not paid yet.
- February 29, 2016 City Administrator and City Planner/Airport Manager tour airport and FBO facilities. Talk about keeping current on payments etc. with FBO.
- April 4, 2016 City Administrator and City Planner/Airport Manager visit FBO and have reminder discussion about keeping payments and fuel flowage info timely, FBO signs amended contract clarifying rent payment section, request copy of proof of insurance told payments and insurance will be brought to the City that week.
- April 26, 2016 meeting set with FBO, City Administrator, and City Planner/Airport Manager. FBO does not show up.

COMPLAINTS/ISSUES:

- February 24, 2016 FBO phone line disconnected, operational again February 26, 2016.
- February 26, 2016 notice from IRS that there was a levy on FBO's taxes, spoke with IRS representative and that levy had been withdrawn.
- March 14, 2016 courtesy car phone voice mail box full on weekends.
- April 4, 2016 complaint from large user of Airport that FBO not consistent with fuel in tanks and low trust in services provided have been taking their planes elsewhere for last 6 months.
- April 20, 2016 east coast business calls inquiring if the FBO has gone bankrupt or is still functioning. Had placed order for a part made an online payment keeps getting assured of delivery but never got part. Wondered if City knew anything further.



CITY OF WILLMAR

**Planning and Development Services
City Office Building
333 SW 6th Street
Willmar, MN 56201
320-235-8311**

COUNCIL ACTION REQUEST

DATE: May 26, 2016

SUBJECT: Hazardous Building Declaration – 810 Campbell Avenue Northwest

RECOMMENDATION: To declare the dwelling as a hazardous building and order repair or demolition.

BACKGROUND: The City issued initial orders on this property in April 2015. Work progressed very slowly from a demolition standpoint. We did pursue the matter further with the City Attorney in the summer of 2015. At that time, the property owner indicated that he wanted to do his own demolition to save money. The property owner had indicated to staff that he would take out a demolition permit and that demo would be completed by November 2015. Staff accepted those terms and a permit was granted for the demolition of the house at 810 Campbell Ave NW. November came and went, and there was no significant demolition activity that occurred on the site. At the present time, the structure remains in a partially demolished condition. There is no hope that the property can be repaired. That is the basis for staff seeking the formal declaration and order. If the property owner doesn't comply with that order, the City Attorney would move the process forward in court.

FINANCIAL CONSIDERATION: If the City ends up demolishing the property, it will incur a cost. Staff would estimate that cost to be around \$8,000-\$10,000. The property owner would be invoiced for the charges. Failure to pay would result in the obligation being placed on the property as a special assessment.

LEGAL: The City Attorney has been involved in this process and is guiding staff through the process as per the Minnesota Building Code and its requirements.

DEPARTMENT/RESPONSIBLE PARTY: Bruce D. Peterson, AICP – Director of Planning and Development Services

ORDER NO. _____

**ORDER BY THE CITY COUNCIL
CITY OF WILLMAR, MINNESOTA**

WHEREAS, evidence has been presented to the City Council of the City of Willmar, Minnesota, and the City Council finds the following facts:

1. That on the real property located at 810 Campbell Avenue Northwest in the City of Willmar, Minnesota, which real property is described as follows, to-wit:

Lots 5 and 6, Block 7, Original Town (now City) of Willmar

(the "property") there is a single family dwelling (the "dwelling")

2. That the records on file with the Kandiyohi County Recorder reveal that the owner of the real property is Richard Graf.

3. That the dwelling located on the property is currently vacant, and has not been occupied for several years.

4. That the dwelling does not have running water in violation of Minn. R. 4715.0200(A) and (Q), and therefore presents a health hazard to the owner and to the general public as water use is necessary for human sanitation.

5. That the dwelling does not have a code compliant operable furnace installation.

6. That the dwelling does not provide safe and adequate means of exit in case of fire or panic.

7. That the dwelling has experienced structural damage, dilapidation, deterioration and/or decay and is likely to partially or completely collapse.

8. That the dwelling, in its current condition, is unsanitary, is likely to cause sickness or disease, and is manifestly unsafe and unfit for human habitation.

9. That the dwelling in its current condition has become an attractive nuisance to children and/or a harbor for vagrants, criminals or immoral persons.

10. That the dwelling constitutes a fire hazard because of obsolescence, dilapidated condition, deterioration, damage, inadequate exits, lack of sufficient fire-resistive construction, faulty electrical wiring, gas connections or heating apparatus, or other cause.

11. That the dwelling has wracked, warped, buckled or settled to such an extent that walls or other structural portions have materially less resistance to winds than is required in the case of similar new construction.

12. That garbage, junk, vehicles, structures, building materials and other debris, have been allowed to accumulate and are currently present in plain view on the premises of the property and constitute a public nuisance and hazard to the public health, safety and welfare of the community.

NOW, THEREFORE, it is found as a matter of fact that the dwelling is a hazardous building and that the property on which the dwelling is located is hazardous; that the dwelling must be brought into compliance with the state building code or the buildings must be razed.

YOU, Richard Graf are hereby ordered to either:

1. Repair said buildings within Twenty (20) days after service of this Order upon you, i.e., install a code compliant operable furnace, hire a licensed plumber to restore running water to the dwelling; the roof on the dwelling must be repaired or replaced; that any structurally damaged walls or rafters must be repaired; all exterior surfaces must be repaired to a weather resistive state; or
2. Raze said buildings within Twenty (20) days after service of this Order upon you and fill any excavation left after the razing of said buildings so that there will be no hazard to the public health and safety; and you are further ordered to remove from said premises any personal property and fixtures within Twenty (20) days after service of this Order upon you, if the buildings are razed.

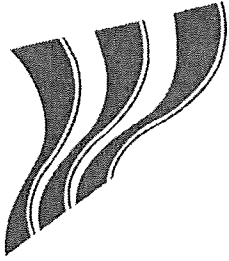
The City will make a motion for summary enforcement of this Order to the District Court of Kandiyohi County, Minnesota, if the corrective action is not taken as ordered, or unless an answer is served as provided in Minnesota Statutes Section 463.18.

The City Attorney is directed to proceed with this matter according to law.

Dated this 6th day of June, 2016.

By: _____
Marvin Calvin
Its: Mayor

By: _____
Larry Kruse
Its: City Administrator



CITY OF WILLMAR

Planning and Development Services
City Office Building
333 SW 6th Street
Willmar, MN 56201
320-235-8311

COUNCIL ACTION REQUEST

DATE: June 6, 2016

SUBJECT: Resolution Foregoing DEED Grant

RECOMMENDATION: To adopt the resolution forgoing the DEED grant and recommend that the County replace the City as grantee.

BACKGROUND: The City of Willmar and MinnWest Technology Campus Management Company, LLC have applied for an Innovation Business Public Infrastructure Grant; Grant #IBDP-15-0002-O-FY15, in the amount of \$470,000. At the time of making that application it was expected that the City of Willmar would become the public entity to own the real property where the improvements would be made.

It was then discovered that Kandiyohi County already owned most of the real property where the improvement would be made. It was therefore determined to be more expedient to have Kandiyohi County be the public entity to own the subject real property and to be substituted for the City of Willmar as the required public entity in connection with the Grant.

FINANCIAL CONSIDERATION: Grant funds will go to Kandiyohi County and be passed through for MinnWest.

LEGAL: N/A

DEPARTMENT/RESPONSIBLE PARTY: Bruce D. Peterson, AICP – Director of Planning and Development Services

RESOLUTION NO. _____

BE IT RESOLVED by the City Council of the City of Willmar a Municipal Corporation of the State of Minnesota that the City hereby agrees to forgo the Business Development Infrastructure Grant #IBDP-15-0002-O-FY15 in the amount of \$470,000.00, as previously awarded.

BE IT FURTHER RESOLVED that the City of Willmar shall no longer be designated as the grantee; rather, that the grantee designation be changed to Kandiyohi County.

Dated this 6th day of June, 2016.

MAYOR

CITY CLERK-TREASURER

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, May 31, 2016, in Conference Room No. 1 at the City Office Building.

Present:	Audrey Nelsen Vice Chair
	Steve Ahmann Member
	Tim JohnsonAlternate Member

Others present: Mayor Marv Calvin; City Administrator Larry Kruse; Public Works Director Sean Christensen; Chief of Police Jim Felt; Fire Chief Frank Hanson; Dave Baker; Veronica Collins.

Item No. 1 Call to Order

The meeting was called to order by Chair Nelsen at 4:45 p.m.

Item No. 2 Public Comment

No public comments were made.

Item No. 3 Police and Fire Updates (Information)

Police Chief Felt noted the jail census for May 31, 2016 was 106; 35 inmates from the Department of Corrections, 67 inmates from Kandiyohi County and 4 inmates from other counties. The calls for service the previous two weeks totaled 912 and are 11 days ahead of this date last year. The majority of the calls for the previous two weeks were for traffic stops, followed by public assists and animal complaints.

Chief Hanson noted total Fire Department calls for service the previous two weeks totaled 14. The calls included 8 alarm activations, 2 car accidents, 2 elevator rescues, 1 car fire, 1 crash, 1 small building and 1 weather watch. The response time from dispatch to en-route for April was 3 minutes 20 seconds and for May was 3 minutes 22 seconds. The total calls for service this year is 128, compared to 140 calls in 2015.

Item No. 4 CenterPoint Community Partnership Award (Resolution)

Staff brought forth, for approval, acceptance of a \$2,500 CenterPoint Partnership Award for automated external defibrillators (AED's) for the Police Department. It is requested the recipient match funds for the safety equipment and the department has budgeted for the replacement of the AED costs and has the matching funds available. The useful life of the AED's is an average of 12 to 14 years.

A motion was made by Council Member Ahmann, seconded by Council Member Johnson to accept the \$2,500 CenterPoint Partnership Award for the purchase of automatic external defibrillators for the Willmar Police Department. The motion carried.

Item No. 5 Robbins Island Park Discussion with Dave Baker (Motion)

Dave Baker presented the concept of a destination playground at Robins Island brought forth from Vision 2040 and NEXT groups. Using Leathers and Associates to assist with the project, the concept includes constructing 15-20,000 square foot custom-designed community built playground area and the total estimated \$700-800,000 cost would be covered through fundraising. The Committee discussed the protocol of accepting donations and being the fiscal agent on the project as well as bidding requirement guidelines. Pedestrian access concerns were noted and possible remedies within the Park Plan.

A motion was made by Council Member Ahmann, seconded by Council Member Johnson to support the concept of a destination playground at Robbins Island and to present it at the June 20th Council Meeting. The motion carried.

Item No. 6 Project No. 1401 Final (Resolution)

Staff brought forth, for approval, to accept the project and authorize final payment to Duininck, Inc. in the amount of \$127,985.34 for Project No. 1401 that included the reconstruction of Gorton Avenue NW from 7th Street to 10th Street and 9th Street NW from Campbell Avenue to Ella Avenue.

A motion was made by Council Member Ahmann, seconded by Council Member Johnson to accept Project No. 1401 and authorize final payment to Duininck, Inc. in the amount of \$127,985.34. The motion carried.

Item No. 7 Project No. 1601 Change Order (Resolution)

Staff brought forth, for approval, Change Order No. 1 in the amount of \$42,475.60 for Project No. 1601 with Duininck, Inc. for a water main replacement and street repair in 22nd Street SW from 20th Avenue to 19th Avenue. The current contract pricing was extended for the change order cost.

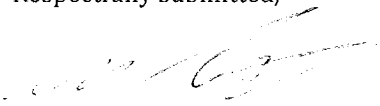
A motion was made by Council Member Ahmann, seconded by Council Member Johnson to approve Change Order No. 1 in the amount of \$42,475.60 for Project No. 1601 with Duininck, Inc. The motion carried.

Item No. 8 Non-Agenda Items (Information)

The Committee discussed safety issues at Minnegasco Park area of 16th Street and Minnesota Ave SW. The Committee discussed stormwater issues including the detention at the site of the new elementary school with continued conversations still taking place with staff regarding their detention efforts. The stormwater detention issues in the Pheasant Run and Holiday Inn area were discussed with staff noting the issue is being taken care of. The condition of Branch 3 of Ditch 23A was discussed, with the concerns of sediment and vegetation noted. Staff noted the vegetation cannot be removed as it is needed for erosion control and the volume is currently sufficient. Staff continues to monitor the ditch.

There being no further business to come before the Committee, the meeting was adjourned at 5:40 p.m. by Vice Chair Nelsen.

Respectfully submitted,



Sean E. Christensen, P.E.
Public Works Director



WILLMAR

Police Chief

Willmar Police Department
2201 23rd Street NE, Ste 102
Willmar, MN 56201
Main Number 320-214-6700
Fax Number 320-231-6556

COUNCIL ACTION REQUEST

DATE: May 31, 2016

SUBJECT: CenterPoint Community Partnership Award

RECOMMENDATION: Request acceptance of a \$2500 CenterPoint Community Partnership Award for Automated External Defibrillators (AED's) for the Willmar Police Department.

BACKGROUND: CenterPoint Energy provides awards for safety equipment to government entities. Willmar PD was selected to receive \$2500 as part of this program for Automated External Defibrillators.

FINANCIAL CONSIDERATION: CenterPoint Energy requests the recipient match funds for the safety equipment. Willmar PD budgeted for replacement AED costs through part of the yearly budgeting process and has the matching funding available.

LEGAL: N/A

Department/Responsible Party: Jim Felt, Police Chief

Reviewed By: Larry Kruse, City Administrator

RESOLUTION NO. _____

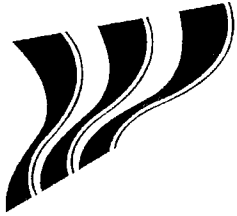
BE IT RESOLVED by the City Council of the City of Willmar to approve the acceptance of the CenterPoint Community Partnership Award in the amount of \$2,500 for Automated External Defibrillators (AED's) for the Willmar Police Department.

Dated this 6th day of June, 2016

MAYOR

Attest:

CITY CLERK



WILLMAR

Public Works Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: May 31, 2016

SUBJECT: Accept Project and Authorize Final Payment for Project No. 1401

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Accept the project and authorize final payment to Duininck, Inc. in the amount of \$127,985.34 for Project No. 1401.

BACKGROUND: The City Council entered into an agreement with Duininck, Inc. on June 16, 2014 for the reconstruction of Gorton Avenue NW from 7th Street to 10th Street NW and 9th Street NW from Campbell Avenue NW to Ella Avenue NW. The project included removing bituminous, replacing curb and gutter, replacing the water main and sanitary sewer, storm sewer improvements, grading, gravel base, bituminous paving and turf establishment. The final pay request is hereby submitted for consideration and staff is recommending final payment be made.

FINANCIAL CONSIDERATION: The approved total contract amount for the project is \$966,788.83. The final construction costs for the project totaled \$883,251.35 with \$755,266.01 paid on previous estimates and the final pay estimate due to Duininck, Inc. totals \$127,985.34.

LEGAL: N/A

Department/Responsible Party: Sean E. Christensen, Public Works Director

Reviewed By: Larry Kruse, City Administrator

RESOLUTION NO. _____

ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT

IMPROVEMENT: Project No. 1401 – Gorton Avenue NW, 9th Street NW
Reconstruction

CONTRACTOR: Duininck, Inc.
DATE OF CONTRACT: June 16, 2014
BEGIN WORK: August 18, 2014
COMPLETE WORK: May 9, 2016
APPROVE, ENGINEERING DEPT: May 11, 2016

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar Project No. 1401 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$966,788.83
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$966,788.83
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$883,251.35
Less Previous Payments & Liquidated Damages	-\$755,266.01
FINAL PAYMENT DUE CONTRACTOR:	\$127,985.34

Dated this 6th day of June, 2016

Mayor

Attest:

City Clerk

CONTRACTOR'S PAY REQUEST
S.A.P. 175-129-009
GORTON AVENUE NW & 9TH STREET NW IMPROVEMENTS
CITY OF WILLMAR, MINNESOTA
BMI PROJECT W18.107168

FINAL

CONTRACTOR
OWNER
ENGINEER

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS.....	\$ 883,251.35
TOTAL, COMPLETED WORK TO DATE.....	\$ 883,251.35
TOTAL, STORED MATERIALS TO DATE.....	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS.....	\$ 883,251.35
RETAINED PERCENTAGE (0%).....	\$ -
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS).....	\$ -
NET AMOUNT DUE TO CONTRACTOR TO DATE.....	\$ 883,251.35
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES.....	\$ 755,266.01
PAY CONTRACTOR AS ESTIMATE NO. FINAL	\$ 127,985.34

Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: Duinick, Inc.
408 6th Street
Prinsburg, MN 56281

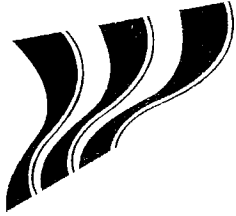
By [Signature] Vice President 5.11.2016
Name Title Date
Approved [Signature]
Contractor's Surety

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
BOLTON & MENK, INC., ENGINEERS, 2040 HIGHWAY 12 EAST, WILLMAR, MN 56201

By [Signature] Project Manager 5/11/16
Jared Yoge, P.E. Title Date

APPROVED FOR PAYMENT:
Owner: WILLMAR, MINNESOTA

By _____
Name Title Date



WILLMAR

Public Works Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: May 31, 2016

SUBJECT: Project No. 1601- Change Order No. 1

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Approve Change Order No. 1 in the amount of \$42,475.60 for Project No. 1601.

BACKGROUND: The City Council entered into an agreement with Duininck, Inc. on May 16, 2016 for the reconstruction of 7 ½ Street SW and 15th Avenue SW. The water main in 22nd Street SW from 20th Avenue to 19th Avenue had a number of failures within a very short period of time and should be replaced. The water breaks have caused failures in street surface and subgrade. Staff is requesting an addition to the original Project No. 1601 contract by Change Order No. 1 for the replacement in the amount of \$42,475.60.

FINANCIAL CONSIDERATION: The funding associated with the project includes local funding and assessments. The previous contract price is \$812,211, adding Change Order No. 1 in the amount of \$42,475.60, for a new contract total of \$854,686.60.

LEGAL: N/A

Department/Responsible Party: Sean E. Christensen, Public Works Director

Reviewed By: Larry Kruse, City Administrator

Resolution No. ____

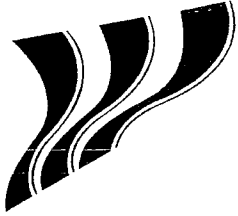
BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for CP 1601 between the City of Willmar and Duininck, Inc. of Prinsburg, Minnesota by Change Order No. 1 in the increased amount of \$542,475.60.

Dated this 6th day of June, 2016

Mayor

Attest:

City Clerk-Treasurer



WILLMAR

Public Works Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: June 6, 2016

SUBJECT: 2016 General Obligation Sewer Revenue Notes Financing

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Introduce a resolution setting a Public Hearing for June 20, 2016 for the Sewer Revenue Notes 2016B

BACKGROUND: Previous City Council action has approved the 2016 Sewer Revenue Notes, 2016B of \$1,140,000 for the Westwood Court Lift Station. Funding for the program is planned to come from Waste Treatment rates.

FINANCIAL CONSIDERATION: The issuing of \$1,140,000 of General Obligation Improvement Bonded Indebtedness to help finance the Westwood Court Lift Station, which has an adopted budget of \$1,140,000.

LEGAL: State Statute 429

Department/Responsible Party: Steve Okins, Finance Director

Reviewed By: Larry Kruse, City Administrator

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE
CITY OF WILLMAR, MINNESOTA

HELD: June 6, 2016

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar, Minnesota, was duly held at the Municipal Utilities Building in said City on the 6th day of June, 2016, at 7:00 o'clock P.M.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____
RESOLUTION CALLING FOR PUBLIC HEARING ON AN
ORDINANCE AUTHORIZING THE ISSUANCE
OF A GENERAL OBLIGATION SEWER REVENUE NOTE, SERIES 2016B

WHEREAS:

A. Section 2.12 of the City Charter requires that acts of the City Council shall be by ordinance which authorize the borrowing of money.

B. Councilmember _____ introduced an Ordinance entitled "An Ordinance Authorizing the Issuance of a General Obligation Sewer Revenue Note, Series 2016B".

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, as follows:

1. This Council has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to provide funds for the replacement of the Westwood Court lift station and construction of new forcemain to direct flow from the Radio Lift Station to the Westwood Court lift station (collectively the "Project"), in an approximate principal amount not to exceed \$1,100,000.

2. The City Clerk is authorized and directed to distribute a copy of said Ordinance to each Council Member, to the Mayor, and to the City Attorney, and to file a reasonable number of copies of the Ordinance in the office of the City Clerk and the following other public places:

- A. _____
- B. _____
- C. _____

3. This Council shall meet at the time and place specified in the form of notice hereinafter contained for the purpose of conducting a public hearing on the Ordinance and considering the Ordinance for adoption.

4. The City Clerk is hereby authorized and directed to cause notice of the time, place and purpose of said public hearing to be published in the local official newspaper of the City not less than seven days in advance of the date of hearing as required by the City Charter, which notice shall be substantially the following form:

(This page intentionally left blank)

NOTICE OF PUBLIC HEARING
ON THE ADOPTION OF AN ORDINANCE

NOTICE IS HEREBY GIVEN by the City Council of the City of Willmar, Minnesota, that the City Council will conduct a public hearing on and consider adoption of the Ordinance described below at the Municipal Utilities Building in the City of Willmar, Minnesota, at 7:00 o'clock p.m. on the 20th day of June, 2016 said proposed Ordinance is as follows:

AN ORDINANCE AUTHORIZING THE ISSUANCE OF A
GENERAL OBLIGATION SEWER REVENUE NOTE, SERIES
2016B.

The City of Willmar hereby ordains:

1. The City of Willmar has heretofore determined to finance the replacement of the Westwood Court lift station and construction of new forcemain to direct flow from the Radio Lift Station to the Westwood Court lift station (collectively the "Project").

2. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of a General Obligation Sewer Revenue Note, Series 2016B, to finance a portion of the costs of the Project in an approximate aggregate principal amount not to exceed \$1,100,000 as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

Such persons as desire to be heard with reference to the proposed Ordinance will be heard at this hearing.

By Order of the City Council

/S/ Kevin Halliday

City Clerk

4. No bonds shall be issued until (a) after the Ordinance has been duly adopted and published in accordance with the City Charter, and (b) the applicable 15 day period has elapsed with respect to said Ordinance and all appropriate bond resolutions during which period no Certificate of Intent is filed in accordance with Section 7.04(j) of the City Charter.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

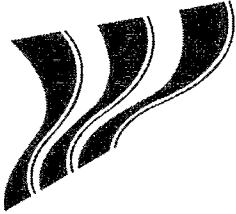
Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
COUNTY OF KANDIYOH) ss.
CITY OF WILLMAR)

I, the undersigned, being the duly qualified and acting Clerk of the City of Willmar, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original minutes of a meeting of the City Council held on the date therein indicated, which are on file and of record in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to resolution calling for public hearing on an Ordinance Authorizing Issuance of A General Obligation Sewer Revenue Note, Series 2016B.

WITNESS my hand as such Clerk this _____ day of _____, 2016.

City Clerk



WILLMAR

City Clerk-Treasurer

**City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5166
Fax Number 320-235-4917**

COUNCIL ACTION REQUEST

DATE: June 6, 2016

SUBJECT: State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

RECOMMENDATION: It is respectfully recommended the City Council approve the following:

Motion to Approve the State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License on a Roll Call Vote

BACKGROUND:

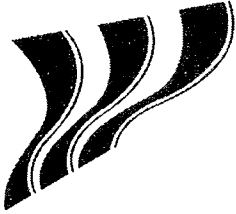
The Willmar Lakes Rotary Club; a club organized under the laws of the State of Minnesota, has plans to sell alcohol during two Rockin Robbins Concerts located at Robbins Island July 17, 2016, and August 16, 2016. State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License is required to distribute or consume alcohol on City park property. Municipal Code Section 3-173 states a temporary license shall only be issued to a club, charitable, religious, or other nonprofit organization that has been in existence for at least three (3) years.

The Community Education & Recreation Board approved this request on Friday, May 27, 2016.

FINANCIAL CONSIDERATION: \$100 per application

LEGAL: N/A

Department/Responsible Party: Kevin J. Halliday, City Clerk-Treasurer



WILLMAR

City Clerk-Treasurer

**City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5166
Fax Number 320-235-4917**

COUNCIL ACTION REQUEST

DATE: June 6, 2016

SUBJECT: Designating Polling Locations for the 2016 Elections

RECOMMENDATION: It is respectfully recommended the City Council approve the following:

Introduce the Resolution to Approve the Designated Polling Locations for the 2016 Elections

BACKGROUND:

The City is required by election law to publish/post the polling locations for the Primary Election, scheduled for Tuesday, August 9, and the General Election, scheduled for November 8, 2016. In accordance to Minnesota Statutes 204B.16, Subdivision 1, it is necessary at this time to pass the resolution designating the polling locations.

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A

Department/Responsible Party: Kevin J. Halliday, City Clerk-Treasurer

A handwritten signature in black ink, appearing to read "KJH", located to the right of the text "Kevin J. Halliday, City Clerk-Treasurer".

RESOLUTION NO. _____

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the following buildings be designated as the official voting locations for the 2016 Primary and General Elections:

FIRST WARD:	1 st Precinct	Willmar Community Center 624 North Highway 71
	2 nd Precinct	Lakeview Apartment Building 300 North 7th Street
	3 rd Precinct	Word of Faith Family Church 3010 7 th Avenue Northwest
SECOND WARD:	1 st Precinct	St. Mary's Catholic Church 713 Southwest 12th Street
	2 nd Precinct	Vinje Lutheran Church 1101 Willmar Avenue Southwest
	3 rd Precinct	Christian Reform Church 1708 Southwest 8th Street
THIRD WARD:	1 st Precinct	Willmar Conference Center 2100 East Highway 12
	2 nd Precinct	Highland Apartments 115 East Becker Avenue
	3 rd Precinct	City Auditorium 313 West 6th Street
FOURTH WARD:	1 st Precinct	First Baptist Church 1000 6 th Street Southeast
	2 nd Precinct	Calvary Lutheran Church 302 Olena Avenue
	3 rd Precinct	Redeemer Lutheran Church 1401 Southwest 6th Street

Dated this 6th day of June, 2016.

Attest:

MAYOR

CITY CLERK-TREASURER